



Job Title	Senior Advisor to the Deputy Chief Executive
Reports to	Deputy Chief Executive, Reviews and System Capability
Band	17
Location	Wellington
Last reviewed	May 2025
Delegations	None

About the Ministry

The Ministry for Regulation (the Ministry) is a small government agency with a big job to do. The Ministry works to improve the efficiency and effectiveness of regulation and regulatory systems for New Zealanders by:

- Ensuring the quality of new regulation
- Improving the functioning of existing regulatory systems
- Raising capability of those who design and operate regulatory systems
- Providing continuous and enduring improvement of the regulatory management system.

Our values



We make a difference
Ka whakaaweawe tātou



We empower
Ka whakamana tātou



We are courageous
Ka whakamanawanui tātou



We put people at the centre
Ka manaaki tātou

About the team

The Reviews and System Capability business group serves as an integrated, professional, and thought-leading advisory group to the government. The business group is responsible for strategically and operationally leading key programmes of work by:

- Uplifting regulatory system capability using a variety of interventions and mechanisms; and
- Improving regulation and regulatory systems by undertaking targeted reviews of varying scope and scale.



About the role

The Reviews and System Capability business group manages a pipeline of work, assembling project teams based on the scope and scale of each piece of work, ensuring a blend of skills and expertise is brought together as needed.

The Senior Advisor to the Deputy Chief Executive (DCE) plays a critical role in ensuring the efficient and high-quality support and preparation of advice, reports, and updates, managing schedules and conflicts, facilitating communications, overseeing the group work programme and ensuring the efficient operation of the business group. Under the guidance of the DCE, the Senior Advisor will contribute to the Ministry's broader initiatives, approaches and strategies.

As a small and agile Ministry, the Senior Advisor will be expected to contribute to other work priorities and tasks as needed. The individual's specific responsibilities and focus will evolve over time to align with the Ministry's and the Minister for Regulation's changing priorities.

About you

- Exceptional organisational and multitasking skills, with the ability to manage complex schedules, work programmes and prioritise tasks effectively
- Experience managing complex pieces through to successful delivery
- Curious with sound critical thinking, reasoning, and judgement
- Ability to build and maintain positive relationships, be an active listener with political nous and handle interactions with diplomacy and tact
- Demonstrated experience in advising and supporting senior individuals
- Ability to adapt to changing priorities and handle high-pressure situations with composure
- Proven ability to interact professionally with management, stakeholders, and external partners
- Have personal integrity with an honest and ethical approach
- Excellent written and verbal communication skills
- Proven ability to communicate issues and concepts clearly and concisely
- Strong understanding of the public sector and the broader machinery of government
- Strong problem-solving abilities and the capacity to anticipate needs and proactively address issues
- Strong attention to detail and accuracy in handling administrative tasks and documents



- Proven ability to be flexible, honest, and self-motivated and the ability to contribute to creating a positive team culture
- Proficiency in office software such as Microsoft Office Suite - Word, Excel, SharePoint, PowerPoint, and Outlook at a minimum
- Experience in regulatory policy, economics, operational policy or regulatory operations is beneficial
- High level of discretion and confidentiality in handling sensitive information
- Ability to hold a NZ Government National Security Clearance.

Key Accountabilities

DCE support	<ul style="list-style-type: none">• Offer responsive, accurate and timely advice and information to the DCE, utilising the expertise and knowledge of others when needed• Coordinate the drafting and undertake quarterly performance monitoring of the group business plan• Stay informed about emerging priorities, challenges and risks, and ensure that the DCE's workflow is prioritised based on importance and urgency• Assist with priority strategic and operational matters across the business group• Collaborate closely and effectively with the DCE to keep them well-informed of upcoming commitments and responsibilities• Anticipate situations and issues as they arise, providing a solution-focused service to the DCE• Prioritise conflicting needs, manage tasks efficiently and proactively, and ensure projects are followed through to successful completion• Manage paper flow for the DCE, making decisions regarding the context and significance• Ensure effective time management, prioritisation and coordination for the DCE and group activity• Manage correspondence (register and distribute), drafting and preparing sometimes confidential correspondence, compiling packs of information• Support the DCE and the business group managers in fulfilling monthly commitments, including editing, reformatting, and making necessary updates to papers and reports, and offering assistance for presentations as required• Work collaboratively with staff across the business to resolve issues on behalf of the DCE• Continuously enhance your understanding of the Ministry and its policies, practices, and procedures
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	<ul style="list-style-type: none">• Lead by example, to embed the desired organisational culture, values, and behaviours.
Advice, reporting and updates	<ul style="list-style-type: none">• Oversee the development and delivery of timely information from the business group to key groups, coordinating with the DCE and, where applicable, the Office of the Chief Executive• Ensure quality assurance across all information produced, ensuring they meet the required standards and align with the Ministry's priorities and requirements• Oversee the accuracy and clarity of the formal papers submitted to key stakeholders• Support the planning and reporting processes for the group, ensuring strategic alignment and the timely delivery of information and reports• Provide advice to the DCE on various matters, using expertise to guide decision-making and ensure high-quality input into key discussions and actions• Apply a continuous improvement approach, focusing on enhancing efficiency and effectiveness to reduce people and time costs associated with providing information and updates to the relevant parties.
Risk Management	<ul style="list-style-type: none">• Actively contribute to the business group's risk management approach, providing input and supporting the overall risk management strategy• Maintain the group risk and actions register and regularly following up with owners• Work on a "no surprises" basis and ensure the DCE is kept well informed of progress, issues and risks.
Relationship Management	<ul style="list-style-type: none">• Establish, build and maintain excellent relationships with internal and external clients• Act as the primary point of contact between the DCE and key stakeholders, including internal teams, external partners, and government officials• Build trust with key contacts to enable them to discuss sensitive issues and be assured that accurate information will be given to the DCE• Facilitate effective communication and ensure that stakeholder concerns and inquiries are addressed promptly• Accurately reflect the requirements of the DCE when communicating with relevant staff and stakeholders.



Information Management	<ul style="list-style-type: none">• Proactively manage the flow of information both internally and externally for the DCE, ensuring the DCE and relevant parties have the necessary context and information• Provide and maintain a confidential information service for the DCE• Ensure that information management systems are maintained, kept up-to-date, and reviewed as needed• Develop and maintain systems that ensure the security of information and enable access to authorised personnel only• Keep the DCE updated on any relevant emerging issues.
Resource Management	<ul style="list-style-type: none">• Maintain the group resource forecasting model with members of the group leadership team• Ensuring optimal use and allocation of resources balancing business needs, capacity, skills and development areas.

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role.

Key relationships

Internal

- Members of the Senior Leadership team
- Support staff to the Chief Executive and other Deputy Chief Executives
- Managers and kaimahi across the Ministry

External

- Government Ministers and their staff
- Executive Assistants to Public Service Chief Executives
- Regulatory organisations across the public sector
- Other Central Agencies
- Senior executives and kaimahi in other government departments
- Key stakeholders/industry groups

Health, Safety and Wellbeing

The Ministry for Regulation is committed to providing a healthy and safe work environment and safe management practices for all employees. Employees are expected to share this commitment as outlined in the Health and Safety at Work Act by taking all



practicable steps to ensure their safety at work and that no action or inaction, causes harm to others while at work.

Changes to Position Description

Positions in the Ministry may change over time as the organisation evolves and priorities change. Job descriptions may be updated accordingly to reflect those changes in consultation with you.