



Job Title	Principal Advisor, Reviews & System Capability
Reports to	Manager (Reviews & System Capability)
Band	18
Location	Wellington
Last reviewed	August 2024
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:

- Improving 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.

The group engages with regulatory agencies, regulated parties and other relevant stakeholders, leveraging existing and international evidence where feasible. Collaborating closely with relevant



agencies, the team aims to enhance outcomes, maintaining an independent and objective stance while supporting the agencies to make necessary improvements.

The group manages multiple reviews and initiatives at any given time. It manages a pipeline of work that involves scoping potential reviews, conducting them, recommending changes, monitoring outcomes, ensuring lessons are learned, building system capability and developing guidance and tools. Review and project teams are assembled from across the business group based on the scope and scale of each piece of work, ensuring a blend of skills and expertise needed.

## **About the role**

The Principal Advisor is responsible with leading or contributing to regulatory reviews and/or capability-building activities within an operating model where expertise is drawn from across the group and is not assigned to specific teams.

The Principal Advisor will have an intellectual leadership role that includes initiating, shaping and contributing to the Ministry's broader initiatives, approaches and strategies, as well as mentoring/developing other team members.

As a small and agile Ministry, the Principal Advisor will be expected to will be expected to contribute to various work priorities and tasks as required. This may include activities like policy analysis, engaging with stakeholders or other agencies, conducting background research, and writing reports or briefings. Responsibilities may shift over time to align with the Ministry's and the Minister's evolving priorities.

The Principal Advisor must be adept at working independently with minimal supervision. They should demonstrate initiative and sound judgement in selecting appropriate processes and approaches for their work, particularly in contributing to a new type of function. It is essential for the Principal Advisor to communicate effectively with senior leaders within the Ministry, ensuring alignment as appropriate.

## **Key accountabilities and deliverables**

Depending on the focus area, they will be expected to:

- Assess regulations and regulatory systems against economic principles and standards of good regulation.
- Undertake complex analysis, lead development of innovative, practical and durable recommendations and provide authoritative advice in areas that may be complex and sensitive.
- Plan and lead engagement with a wide range of regulated parties, regulatory agencies and other stakeholders.



- Take the lead in planning, delivering and/or project managing specific pieces of work, including providing day to day support and coaching to other team members who are working with them. This may include taking the lead on a review.
- Influence regulatory agencies at all levels to identify and drive change where needed.
- Prepare advice and reports for senior leaders, stakeholders, and Ministers.
- Provide input to responses to Cabinet papers, briefings, Ministerial correspondence, Official Information Act requests, parliamentary questions and other ad hoc requests from Ministers.
- Contribute to the Ministry's public profile and respond to public enquiries.

## About you

You will have:

- Deep expertise in economics, regulation policy or operational policy, including the ability to distinguish between good and bad regulatory approaches and outcomes.
- Advanced critical thinking, reasoning, and judgement, with the ability to apply this to get traction on ambiguous and complex problems.
- The ability to learn quickly.
- Understanding of how regulatory agencies operate and how to influence them, including at senior and executive levels.
- Experience working with regulated parties and be able understand their perspectives and what they need.
- Excellent relationship building, listening skills, and political nous – including the ability to understand and negotiate through the different perspectives and dynamics of all the actors in a regulatory space and how they relate to Government objectives.
- Excellent writing skills, including the ability to write for different audiences.
- Initiative and drive – with enough judgment to get it right most times and to know when to escalate or seek help.
- Willingness to do whatever work is needed in a small, new Ministry.

## Key relationships

### Internal

- Secretary for Regulation
- Ministry for Regulation teams

### External

- Minister for Regulation
- Regulatory agencies
- Other central agencies



- Regulated parties
- Stakeholders that benefit from or are indirectly affected by regulatory systems.

## **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.