



<b>Job Title</b>	Lead Advisor, Reviews & System Capability
<b>Reports to</b>	Manager (Reviews & System Capability)
<b>Band</b>	19
<b>Location</b>	Wellington
<b>Last reviewed</b>	July 2024
<b>Delegations</b>	None

## About the Ministry

The Ministry for Regulation 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 Lead Advisor is responsible for leading 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 Lead Advisor also has 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 Lead Advisor will be expected to contribute to other work priorities and tasks as needed. This could encompass activities such as policy analysis, collaboration with stakeholders or other agencies, conducting background research, and writing reports or briefings. Responsibilities will evolve over time to align with the priorities set by the Ministry and the Minister.

## Key accountabilities and deliverables

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

- Lead regulatory reviews and/or capability-building activities from initiation through to completion and evaluation.
- Organise, plan, and monitor workstreams within projects, and provide day-to-day support and coaching to team members working on those projects.
- Assess regulations and regulatory systems against economic principles and standards of good regulation.
- Undertake complex analysis, lead development of innovative, practical and durable recommendations or guidance, and provide authoritative advice in areas that may be complex and sensitive.
- Work with the leadership team to undertake workforce planning and ensure internal capability development and pipelines meet current and future needs.
- Plan and lead engagement with a wide range of regulated parties, regulatory agencies, and other stakeholders.
- Facilitate workshops and other engagements with a diverse range of stakeholders, ensuring events are productive and outcomes focussed.
- Influence regulatory agencies at all levels to identify and drive change where needed.
- Prepare advice and reports for senior leaders, stakeholders, and Ministers, and front the Ministry's engagements with them.



- Provide input into 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**

- Advanced critical thinking, reasoning, and judgement, with the ability to apply this to get traction on ambiguous and complex problems.
- Deep expertise in economics, regulation policy, operational policy, or regulatory practice, including the ability to distinguish between good and bad regulatory approaches and outcomes.
- You may be from a government, consulting or broader commercial background. Experience within a regulated entity or regulatory agency is particularly advantageous.
- Experience leading and managing complex projects or initiatives, including knowing how to delegate effectively.
- The ability to learn quickly.
- An 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.
- Be capable of working independently with minimal guidance, using initiative and sound judgement to choose appropriate processes and approaches.
- The ability to communicate effectively with senior leaders and decision makers.

## **Key relationships**

### **Internal**

- Secretary for Regulation
- Ministry for Regulation teams



### **External**

- Minister for Regulation
- Regulatory agencies
- Other central agencies
- Regulated parties
- Other stakeholders and partners as needed.

## **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.