



Job Title Chief Advisor to the Chief Executive

Reports to Secretary and Chief Executive

Band 20

Location Wellington

Last reviewed September 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:

- 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 role

The Chief Advisor to the Chief Executive (Chief Advisor) provides strategic counsel and high-level support to the Chief Executive (CE), occasionally representing the CE both within the Ministry and externally. This role is crucial for facilitating effective decision-making and ensuring the successful execution of the Ministry's strategic objectives. Responsibilities include offering thought leadership, facilitating solutions, maintaining key connections, ensuring that issues are well managed, opportunities are captured, and actions are executed effectively.

This role will be part of and collaborate closely with the Senior Leadership team (SLT) to support leadership and decision-making, facilitate the implementation of their decisions and collaborate and promote their effective engagement with our people and key stakeholders.



About you

- A dynamic leader who is intellectually robust, has demonstrated strategic, conceptual, critical thinking abilities, and analytical proficiency, and has strong organisational skills
- Knowledge of the machinery of government and of public sector and government processes
- Ability to work at a fast pace, quickly grasp new and complex concepts, and provide informed advice while performing effectively under pressure and in situations of ambiguity
- High level of discretion, integrity, and professionalism in handling confidential information
- Anticipates complex problems and monitors for indicators that require intervention, while proactively addressing potential roadblocks and unintended consequences
- Ability to multitask, reprioritise, and address emerging issues
- Strong project management capabilities, including experience managing cross-functional teams and initiatives
- Ability to drive change and innovation within the Ministry, fostering a culture of continuous improvement and adaptability
- Ability to build and maintain internal and external networks and relationships, demonstrated experience in effective influencing skills and building and maintaining trusted relationships with Ministers, senior public servants and other political representatives
- Strong interpersonal and communication skills, with the ability to engage effectively and provide trusted advice and briefings to senior leaders including Ministers
- Demonstrated commitment to promoting diversity, equity, and inclusion within the workplace
- Previous experience in a senior leadership role within a similar organisational context is highly desirable, along with a track record of delivering results and driving organisational success
- Ability to hold a NZ Government National Security Clearance.
- Hold a Tertiary qualification.

Key Accountabilities

Strategic, Regulatory and Policy Advice and Expertise	<ul style="list-style-type: none">• Serve as a primary advisor to the CE on strategic initiatives, policy matters, and Ministry priorities by utilising extensive strategic, regulatory and/or policy expertise and an understanding of government operations• Provide insights and recommendations on critical issues affecting the Ministry's performance and direction• Assist the development and execution of the Ministry's strategic plan, ensuring alignment with overall goals• Act as the CE's representative in various capacities ensuring the Ministry's interests are well represented• Prepare and deliver briefings, reports, and presentations to the CE and other senior leaders.
Issue Management and Troubleshooting	<ul style="list-style-type: none">• Manage and troubleshoot complex issues on behalf of the CE, applying sound judgment to determine when to address issues independently and when to seek the CE's involvement• Provide thought leadership and facilitate solutions to emerging challenges, maintaining a focus on the Ministry's strategic objectives.



Stakeholder Engagement	<ul style="list-style-type: none">• Act as a liaison between the CE and key stakeholders including senior executives and external partners• Prepare and deliver briefings, reports, and presentations to the CE and other senior leaders• Develop and maintain strong relationships with key internal and external stakeholders ensuring effective communication and collaboration• Oversee actions and follow-ups, ensuring that commitments and strategic initiatives are executed efficiently and in a timely manner.
Project Management	<ul style="list-style-type: none">• Oversee and manage high-priority projects and initiatives as directed by the CE• Ensure timely and effective execution of projects, coordinating with various teams and business groups.
Risk Management	<ul style="list-style-type: none">• Proactively identify and manage organisational and operational risks• Be accountable for continuously monitoring risks, developing key strategies to manage them, conducting environmental scanning to anticipate new risks or changes in risk status, and contingency planning for areas where risks cannot be mitigated.
Administrative and Support Functions	<ul style="list-style-type: none">• Assist in organising and preparing for key meetings, including those related to policy and government operations.

Key relationships

Internal

- Members of the Senior Leadership team
- Managers and kaimahi across the Ministry

External

- Minister for Regulation
- Government Ministers and their staff
- 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.