

# Position Description



**Te Kawa Mataaho**  
Public Service Commission



**Position**                    **Secretary for Regulation and Chief Executive**

**Agency**                    **Ministry for Regulation**

**This position is a member of the Public Service Leadership Team**

## Position purpose

The Ministry for Regulation is the government's steward for regulatory activity. Regulatory activity is any activity where the government restricts the use and exchange of private property for a public policy purpose.

The Ministry for Regulation aims to strengthen the regulatory management system to improve regulatory quality in New Zealand. Its purpose is to lift quality across all regulatory systems and ensure agencies with regulatory responsibilities follow best practice. The Secretary for Regulation is responsible for the overall stewardship of the regulatory management system.

Regulatory systems comprise a set of rules, organisations and activities that share a common policy objective (e.g. food safety). They are not limited to primary and secondary legislation but include a range of activities including the delivery of services, education, monitoring and enforcement, and dispute resolution. These systems need to be continually maintained, reviewed and updated to keep them fit-for-purpose, avoid regulatory failure, and ensure they deliver value for New Zealanders.

The Ministry identifies rules and regulations that are superfluous, not working or could be improved, and prepares implementable policy to reform them. It is responsible for the quality of policy analysis relative to new initiatives across government. Simple, clear and essential rules and regulations will help New Zealanders to do more - leading to greater productivity and far better outcomes.

The Ministry works through and with other government departments and Ministers to identify opportunities to improve the quality, performance, and maintenance of New Zealand's 180-200 regulatory systems.

The Ministry for Regulation was established on 1 March 2024 and has brought together current regulatory stewardship arrangements and developed additional functions to help lift regulatory quality and practice. Once fully established the Ministry will be responsible for:

- Regulatory strategy
- Government Regulatory Practice Initiative (G-REG) team
- Evaluation of proposals for new regulation
- Carrying out regulatory reviews of specific sectors
- Producing omnibus bills to implement the findings of regulatory system reviews

The Ministry for Regulation is a central agency responsible to the Minister for Regulation. The Ministry is based in Wellington and once fully established is anticipated to employ approximately 60 FTE.

## Accountabilities

<p>Agency</p>	<p>The Secretary for Regulation and Chief Executive is accountable for:</p> <ul style="list-style-type: none"> <li>• stewardship of the regulatory management system.</li> <li>• building agencies' regulatory stewardship and regulatory practice capability through the functional lead and Head of Profession roles.</li> <li>• the continued delivery of the existing roles and work programmes including the regulatory stewardship function from Treasury and the Government Regulatory Practice Initiative (G-REG).</li> <li>• carrying out regulatory reviews.</li> </ul> <p>and over time will be accountable for:</p> <ul style="list-style-type: none"> <li>• evaluating proposals for new regulation.</li> <li>• producing omnibus bills to implement the findings of regulatory system reviews.</li> </ul>
<p>Critical success priorities</p>	<p>The Secretary for Regulation and Chief Executive will have an understanding of regulatory systems, and what well designed, well understood and well operated systems look like.</p> <p>The Secretary for Regulation is expected to direct their effort and achieve success in the following areas:</p> <ul style="list-style-type: none"> <li>• Work to the Minister for Regulation, and alongside central agencies and other key stakeholders, to refine the work programme and priority areas for the new agency.</li> <li>• Build the Ministry's influence, credibility, and value-add as a central agency.</li> <li>• Position the Ministry to grow sustainably as its roles are refined, embedded and expanded.</li> <li>• Continue to build a fit for purpose organisational culture to attract, develop and retain talented people.</li> <li>• Conduct regulatory reviews across sectors.</li> <li>• Develop and embed effective and efficient mechanisms to engage with stakeholders across the public and private sectors on systemic issues.</li> <li>• As the steward of the regulatory system work closely with other agencies to improve and build greater capability in regulatory stewardship and support a Head of Profession to build regulatory practice.</li> <li>• Maintain constructive relationships with agencies that have regulatory responsibilities.</li> </ul>
<p>System</p>	<p>As a Public Service chief executive, the Secretary for Regulation has the responsibilities, functions and duties as set out in the Public Service Act 2020, the Public Finance Act 1989 and other relevant statutes and legislation.</p> <p>As a member of the Public Service Leadership Team, the Secretary for Regulation is responsible for providing strategic leadership that contributes to an effective and cohesive public service; working together to model leadership behaviours; and assisting the other members to fulfil their responsibilities.</p> <p>As a Public Service leader, the Secretary for Regulation will:</p> <ul style="list-style-type: none"> <li>• Preserve, protect and nurture the spirit of service to the community that public service employees bring to their work;</li> <li>• Uphold the public service principles of political neutrality, free and frank advice, merit-based appointments, open government, and stewardship, and ensure that the agency they lead also does so;</li> <li>• Demonstrate and uphold the values of the Public Service as set out in the Public Service Act 2020;</li> <li>• Uphold the general responsibilities to the appropriate Minister, as set out in the Public Service Act 2020, including ensuring the integrity and conduct of the agency's employees;</li> </ul>

	<ul style="list-style-type: none"> <li>• Support the Crown in its relationships with Māori under te Tiriti o Waitangi and the Treaty of Waitangi by developing and maintaining the capability of the agency and the wider public service to engage with Māori and to understand Māori perspectives;</li> <li>• Promote diversity and inclusiveness and have regard to the principle that, in order to achieve fairness in employment and a more flexible effective public service, it is desirable for the group comprising all public service employees to, as far as practicable, reflect the makeup of society.</li> </ul>
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## Leadership Roadmap

The Secretary for Regulation must demonstrate applied experience across a number of the dimensions set out below:

<i>Priority 1</i> <b>System Leadership</b>	<i>Priority 2</i> <b>Organisational Leadership</b>	<i>Priority 3</i> <b>Sector Experience</b>	<i>Priority 4</i> <b>Context Management</b>
Ability to question and challenge the status quo to achieve innovative outcomes across the regulatory system.	Ability to shape the organisation during its establishment phase and position it for strategic impact.	Regulatory sector experience so that credibility with stakeholders can be quickly established and maintained.	Experience working effectively with Ministers and providing advice on complex issues.
Experience developing high quality advice in collaboration with other agencies on complex issues.	Experience attracting and building high performing teams to develop the necessary workforce capability.	A sound understanding of microeconomics and public choice theory.	An understanding of the Crown's relationship with Māori.
Ability to work alongside other government agencies to identify opportunities to strengthen the regulatory system.	Ability to set a fit-for-purpose organisational culture.	An understanding of public policy, machinery of government and legislative process.	Experience building relationships with a broad range of stakeholders across the public sector, private sector, and internationally.
Credibility to drive change across the Public Service system.	Experience leading and managing the delivery of multiple functions within a public service organisation through appropriate leadership structures.		

## Key relationships

Government	<ul style="list-style-type: none"><li>• The Minister for Regulation</li><li>• All Ministers with regulatory responsibilities.</li></ul>
Public Service	<ul style="list-style-type: none"><li>• Members of the Public Service Leadership Team</li><li>• The Treasury</li><li>• Te Kawa Mataaho Public Service Commission</li><li>• The Department of the Prime Minister and Cabinet</li><li>• The Ministry of Business Innovation and Employment</li><li>• The Parliamentary Counsel Office</li><li>• All other agencies with regulatory stewardship and regulatory practice responsibilities, and other regulatory interests.</li></ul>
Iwi and wider communities	<ul style="list-style-type: none"><li>• Business and industry groups</li><li>• Professional bodies and research communities</li><li>• Iwi and Māori organisations</li></ul>
International	<ul style="list-style-type: none"><li>• Organisations with similar roles internationally</li></ul>

Security Clearance	Appointment will be subject to a New Zealand Government <b>Secret</b> security clearance.
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