

# He Whakamārama mō te Tūranga Position Description



**Te Kawa Mataaho**  
Public Service Commission



**MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT**  
HĪKINA WHAKATUTUKI

<b>Position</b>	<b>Secretary for Business, Innovation and Employment and Chief Executive   Te Tumu Whakarae mō Hīkina Whakatutuki</b>
<b>Agency</b>	<b>Ministry of Business, Innovation and Employment   Hīkina Whakatutuki</b>
<b>This position is a member of the Public Service Leadership Team</b>	

## Position purpose

As the lead microeconomic agency, the Ministry of Business, Innovation and Employment (MBIE) supports the Government through the operation of core functions across a range of interconnected portfolios.

MBIE shapes and manages many of the underlying systems that contribute to national economic success and delivers a wide range of operational, policy and regulatory activities supporting businesses and people across New Zealand.

MBIE is responsible for driving a growing and productive economy for New Zealand through strengthened international connectivity, trade and investment, improved educational achievement and skills development, improved regulation, support for policies that build effective infrastructure, and promoting innovation, science and technology.

MBIE is the public service lead for government property and procurement and has policy and operational responsibility for a number of employer and employee support functions including language assistance services, dispute resolution and consumer protection.

MBIE provides a range of frontline services such as Immigration NZ, the Companies Office, the Intellectual Property Office of NZ, Tenancy Services, Temporary Accommodation Service, the Insolvency and Trustee Service.

### *Economic leadership*

The Secretary for Business, Innovation and Employment (the Secretary) is expected to have significant economic insight and experience and will be responsible for progressing the Government's economic growth agenda for New Zealand. This includes ensuring MBIE is effectively prioritising its work programmes and reviewing resources to make the most of economic opportunities, as well as effectively addressing emerging challenges.

The Secretary and the organisation are expected to demonstrate commercial insight and knowledge and apply those proactively in the design of Government policies and the assessment of their delivery on sectors and firms.

### *Public sector leadership*

The Secretary exerts influence across the Public Service to lift performance across agencies by creating a common vision for the future, setting standards and frameworks for agencies to operate within, building a 'can-do' culture, and co-ordinating and supporting best practice.

The Secretary is also responsible for looking across the public sector and proactively advising on the policy and operational settings – including specific tools and interventions – that the Government should implement in order to carefully manage public funding and drive value for money with spending.

#### *Organisational leadership*

MBIE's responsibilities span 21 interconnected portfolios (with support for more), plus 17 regulatory systems, and over 12 Crown entities. The Ministry employs over 5,900 people. MBIE receives \$1.3 billion to deliver functions and services on behalf of the government and administers \$5.67 billion in non-departmental activities on behalf of the Crown.

Accountabilities	
Critical success priorities	<p>The Secretary is expected to drive delivery and performance to achieve success, in line with the Government's five key priorities for MBIE. The critical success priorities for the Secretary are listed beneath each priority.</p> <ol style="list-style-type: none"> <li>1. <b>Economic Growth:</b> prosperous people, businesses, sectors and regions <ul style="list-style-type: none"> <li>• Optimise government procurement and public sector spending.</li> <li>• Deliver the Regional Infrastructure Fund to support increased regional productivity and resilience.</li> <li>• Increase capital availability and intensity for businesses.</li> <li>• Improve contribution of tourism and hospitality to economic growth, jobs and income.</li> <li>• Maximise the benefits of major events.</li> <li>• Optimise impact of New Zealand screen production sector.</li> </ul> </li> <li>2. <b>Labour:</b> skilled people engaged in a responsive and safe labour system <ul style="list-style-type: none"> <li>• Support the flow of skilled workers, while balancing this with labour market opportunities for New Zealand, and maintaining national security.</li> <li>• Change immigration settings to attract talent and skills where and when we need it.</li> <li>• Improve labour market regulation, making it easier for businesses and workers to comply with health and safety regime, balancing costs and benefits.</li> <li>• Improve the Holidays Act 2003 to reduce compliance costs.</li> </ul> </li> <li>3. <b>Markets:</b> healthy competition with informed consumers and businesses. <ul style="list-style-type: none"> <li>• Drive changes that lift productivity, improve competition and enable economic growth.</li> <li>• Streamline the building consent system, mandate overseas building systems and products, reduce regulatory costs, and improve the seismic system.</li> <li>• Upgrade financial services law and regulations and support initiatives to drive banking competition.</li> <li>• Implement economic regulation of water.</li> <li>• Boost competition in the grocery sector.</li> <li>• Modernise media and communications regulations.</li> </ul> </li> </ol>

	<p>4. <b>Resources:</b> energy security and value derived from natural resources</p> <ul style="list-style-type: none"> <li>• Enhance energy security for greater economic stability.</li> <li>• Optimise opportunities around national resources.</li> <li>• Drive investment in renewable energy, supercharge EV infrastructure and update regulatory settings to support Government's climate change objectives.</li> <li>• Increase the scale and pace of resource production and consenting processes.</li> </ul> <p>5. <b>Science:</b> innovation and growth through science and technology</p> <ul style="list-style-type: none"> <li>• Create a science and research system that supports innovation and economic growth.</li> <li>• Make changes to the sector that incentivise focus on the commercial value returned from science investment.</li> <li>• Refocus Crown Research Institutes into Public Research Organisations to enhance economic outcomes.</li> <li>• Deliver enabling biotech regime.</li> <li>• Increase the value of the tech sector to \$30b by 2030.</li> <li>• Support partnerships between the New Zealand research community, international space agencies, and commercial collaborators.</li> </ul>
Agency	<p>The Secretary is employed by the Public Service Commissioner. On a day-to-day basis the Secretary is accountable for his or her performance to portfolio Ministers.</p> <p>The Secretary is accountable for the delivery of the following functions:</p> <ul style="list-style-type: none"> <li>• Policy delivery – MBIE supports Ministers in carrying out their Ministerial functions. This involves developing and implementing policy and strategy to meet Ministers' and Government objectives</li> <li>• Service delivery – MBIE provides a range of frontline services (such as Immigration NZ, the Companies Office, the Intellectual Property Office of NZ, Tenancy Services, Temporary Accommodation Service, the Insolvency and Trustee Service)</li> <li>• Regulation – MBIE has responsibility for the ongoing health and performance of 17 regulatory systems</li> <li>• Monitoring – MBIE monitors and has oversight of 12 Crown entities and a range of statutory and advisory boards</li> <li>• System leadership – MBIE has a Cabinet-mandated functional leadership role to improve effectiveness of procurement and property management across agencies</li> <li>• MBIE is required by the Public Service Act to take a long-term view of the policy issues of interest to MBIE, so it can provide free and frank advice to successive Governments.</li> <li>• Providing high quality support to MBIE's Ministers, including policy advice, data and evidence and monitoring.</li> <li>• Maintaining a strong leadership team and capable staff, skilled in priority areas, to support efficient delivery of Government priorities.</li> <li>• Ensuring the Ministry has the capability and culture it needs to be an effective system leader, steward and monitor.</li> </ul>

System	<p>As a public service Chief Executive, the Secretary must perform the functions and duties as set out in relevant statutes and legislation, including demonstrating and upholding the values of the Public Service and general responsibilities to the appropriate Minister as set out in the Public Service Act 2020, and complying with the Public Finance Act 1989.</p> <p>As a member of the Public Service Leadership Team, the Secretary is responsible for providing strategic leadership that contributes to an effective and cohesive Public Service, working together to model leadership behaviours and assisting other members to fulfil their responsibilities. These include upholding the principles of political neutrality, free and frank advice, merit-based appointments, open government, and stewardship, and ensure the agency also does so. It also includes ensuring the integrity and conduct of the agency's employees and supporting the Crown in its relationships with Māori under the Treaty of Waitangi.</p> <p>The Secretary for Business, Innovation and Employment has joint responsibility for:</p> <ul style="list-style-type: none"> <li>• delivering an integrated and effective border system, as a member of the Border Executive Board</li> <li>• co-ordinating collective action where New Zealand's first emissions reduction plan cuts across portfolios, as a member of the Climate Change Chief Executives Board.</li> </ul> <p>The Secretary for Business, Innovation and Employment has responsibility for:</p> <ul style="list-style-type: none"> <li>• managing the portfolio leases of government office accommodation and the pipeline of work, including faster establishment of regional hubs, as System Lead for Property</li> <li>• strengthening leadership and oversight of suppliers and agencies in key procurement sectors, as System Leader for Procurement.</li> </ul>
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## Leadership Roadmap

The successful candidate would ideally have a background including both private (commercial) and public sector experience. The candidate must demonstrate applied experience to deliver across the priority areas set out below:

<b>Organisational Leadership</b>	<b>System Leadership</b>	<b>Sector Experience</b>	<b>Context Management</b>	<b>Personal Leadership</b>
Leading and managing the delivery of multiple functions within a public service organisation through appropriate leadership structures.	Influencing results across complex systems, with a focus on drawing on the collective strengths of government agencies, ensuring that other agencies deliver their actions.	Economic and business growth thought leadership, with credibility at national and international level.	Leading an organisation to deliver strategic impact and provide robust, high-quality advice to Ministers informed by benefits, opportunities, risks and trade-offs.	Courage and conviction in leading through significant change and transformation.
Lifting agency performance so that it achieves for communities, across government agencies, with external stakeholders and for Ministers.	Maximising strategic integration across the public sector system by identifying opportunities and taking appropriate action.	Understanding of the Crown's relationship with Māori and a demonstrable ability to build confidence with Māori business and investment stakeholders.	Building trust and confidence with a broad range of stakeholders, including Ministers, local government, Māori providers, hapū and iwi.	Ability to inspire followership and confidence in senior leaders and stakeholders.
Shaping the strategic direction of an agency to ensure efforts are focused where they will have the greatest impact.	Delivering government investments that maximise value for money and contribute to priorities.	Driving performance and delivery through Public Service chief executives and agencies and the private sector.	Financial management with a focus on fiscal sustainability.	Resilience and tenacity to lead with influence across the system and sector.
Building organisational capability and culture to enable high performance across all functions, including in specialist technical areas, and ensuring a strong monitoring function.	Taking a long term and strategic view of the public sector system alongside other central agencies.	Designing and delivering investments proven to have measurable outcomes.	Managing complex issues effectively across a broad range of sectors with agility, sound judgement, and astuteness.	Sophisticated understanding of time and issues management, including when to delegate and when personal attention is required.

## Key relationships

### Government

#### MBIE Portfolios and Ministers:

- ACC – **Hon Scott Simpson**
- Auckland – **Hon Simeon Brown**
- Building and Construction – **Hon Chris Penk**
- Commerce and Consumer Affairs – **Hon Scott Simpson**
- Economic Growth – **Hon Nicola Willis**
- Energy – **Hon Simon Watts, Hon Shane Jones (Associate)**
- Housing – **Hon Chris Bishop, Hon Tama Potaka (Associate)**
- Immigration – **Hon Erica Stanford, Hon Chris Penk (Associate)**
- Infrastructure – **Hon Chris Bishop**
- Media and Communications – **Hon Paul Goldsmith**
- Public Service – **Hon Judith Collins**
- Regional Development – **Hon Shane Jones, Hon Mark Patterson (Associate)**
- Resources – **Hon Shane Jones**
- Science, Innovation and Technology – **Hon Dr Shane Reti**
- Social Development and Employment – **Hon Louise Upston, Hon Penny Simmonds (Associate)**
- Small Business and Manufacturing – **Hon Chris Penk**
- South Island – **Hon James Meager**
- Space – **Hon Judith Collins**
- Tourism and Hospitality – **Hon Louise Upston**
- Trade and Investment – **Hon Todd McClay**
- Workplace Relations and Safety – **Hon Brooke van Velden**

#### Ministers with responsibility for interdepartmental executive boards

- Minister of Climate Change (Climate Change Chief Executives Board) – **Hon Simon Watts**
- Minister of Customs (Border Executive Board) – **Hon Casey Costello**

The Secretary will be required to engage with other Ministers and portfolios as required, including for example the Minister for Māori Development.

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### Public Sector

- Members of the Public Service Leadership Team
  - A range of Public Service agencies, including Ministry of Housing and Urban Development, Ministry for the Environment, Ministry for Primary Industries, Ministry of Social Development, Ministry of Transport, Department of Internal Affairs and Te Puni Kōkiri.
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	<ul style="list-style-type: none"> <li>• Central agencies: Te Kawa Mataaho Public Service Commission (Including regional Public Service Commissioners), The Treasury, Department of the Prime Minister and Cabinet, Ministry for Regulation, and the Social Investment Agency</li> <li>• Crown Research Institutes / Public Research Organisations</li> <li>• Callaghan Innovation</li> <li>• Health Research Council</li> <li>• Royal Society of New Zealand</li> </ul>
Local Government	<ul style="list-style-type: none"> <li>• Local government (e.g. regional councils, district and city councils, unitary authorities).</li> </ul>
Iwi and wider communities	<ul style="list-style-type: none"> <li>• New Zealand and international business interests</li> <li>• Unions and employee organisations</li> <li>• Consumer organisations</li> <li>• Iwi and Māori organisations</li> <li>• Licencing and accreditation bodies</li> <li>• Universities, polytechnics and industry training organisations</li> </ul>
Security Clearance	Appointment will be subject to a New Zealand Government <b>Top Secret Special</b> security clearance.

Up to date information on the Ministry of Business, Innovation and Employment outcomes, organisational structure, dimensions and appropriations can be found on the website <https://www.mbie.govt.nz/about/>

Other useful information is also available at the following links:

- Annual Reports: <https://www.mbie.govt.nz/about/who-we-are/corporate-publications/>
- Strategic Intentions: <https://www.mbie.govt.nz/about/who-we-are/corporate-publications/>
- Government procurement and property: <https://www.procurement.govt.nz>
- Digital Strategy for Aotearoa: <https://www.digital.govt.nz/digital-government/strategy/>