



Position Description

Manager

Team	Workforce Strategy & Policy			
Group	Strategy and Policy			
Manager	Group Manager, Health System Settings			
Location	Wellington			
Direct reports	Direct	8	Indirect	0
Delegation authority	HR level	4	Finance level	4
Job band (indicative)	20G			
Security clearance	N/A			
Date	February 2026			

About the Ministry of Health (the Ministry) - Manatū Hauora

The Ministry of Health is the lead advisor to the Government on health and is responsible for ensuring the health system meets the current and future needs of all New Zealanders.

We fulfil this role through three key functions:

Policy: We support the Government to set health system priorities and develop policies. We collect evidence to understand the system and to get the best health outcomes for New Zealanders.

Regulation: We design rules and regulations for health services, products, and pharmaceuticals to protect public health and safety. We ensure health regulations are proportionate, effective and safe.

Monitoring: We monitor the performance of the health system by collecting data, checking performance and reporting to the Government. If issues arise, we work with others to address them. We assess both health outcomes and financial efficiency.

Group description – Tō mātou nei aka

Provides high quality policy advice to the Ministers and government to inform the decisions they make on the health portfolio and legislative programme.

Position purpose – Kōrero mō te tūranga

The Manager provides operational and people leadership to deliver the Ministry's work programme within a defined area of responsibility. This role supports the Group Manager



by overseeing day-to-day delivery of advice, services, or policy, managing team capability and performance, and fostering strong relationships across the Ministry and with external stakeholders. Managers contribute to strategic direction and ensure all work supports the Ministry's functions.

What you'll do – Ko tōu ake mahi

- Lead the development strategy and policy, ensuring alignment with Government and Ministry priorities.
- Lead the development, planning, and implementation of strategic initiatives, ensuring alignment with Government and Ministry priorities, and provide regular reporting on progress and outcomes
- Drive programmes of work across the group and Ministry, ensuring they deliver measurable results that contribute to organisational objectives and long-term goals
- Provide strategic leadership and oversight for policy projects and workstreams, ensuring robust planning, prioritisation, and resource allocation using recognised planning tools and methodologies
- Take a proactive approach to risk management and mitigation, identifying emerging issues early and implementing solutions to maintain delivery momentum
- Build policy capacity and capability through pastoral care initiatives, succession planning, and professional growth opportunities to ensure the Group is equipped to meet current and future priorities
- Support the Group Manager in shaping and delivering the groups work plan, contributing to strategic decision-making and operational excellence
- Foster strong, collaborative relationships across the group, Ministry, wider health sector, government agencies, and external stakeholders to enable effective partnership and influence
- Ensure the quality, timeliness, and strategic relevance of outputs produced by the team, embedding continuous improvement practices and accountability for high standards
- Embed equity considerations and uphold Treaty of Waitangi obligations in all work, ensuring these principles are reflected in planning, delivery, and stakeholder engagement
- Role model and actively lead the implementation of the Ministry's culture and values, creating an inclusive, high-performing environment that supports organisational transformation

This position description is intended as an insight to the main tasks and responsibilities required in the role and may be subject to change in consultation with the job holder.



What you'll bring to the role – Ko ngā pukenga ōu

- Tertiary qualification in a relevant field and or equivalent experience
- Proven experience in managing team capability and capacity to deliver on current and future priorities
- Strong ability to identify and develop talent, actively managing critical roles and succession planning
- Demonstrated experience in leading through complexity and change, modelling resilience and adaptability
- Previous experience in coaching, mentoring, and building high-performing teams
- Excellent relationship management skills, with the ability to influence and collaborate across diverse stakeholders
- Strong strategic thinking and problem-solving skills, with the ability to provide sound advice and make decisions under pressure
- Commitment to equity principles and cultural competence, including understanding and applying Treaty of Waitangi obligations in a leadership context

Leadership Success Profile – Angitūtanga

The Te Kawa Mataaho Leadership Success Profile (LSP) describes what effective leadership looks like across the New Zealand public sector. All roles at the Ministry are assigned to one of four leadership categories. Each category draws on selected capabilities, which combine both leadership competencies and character traits from the LSP, to reflect different types of leadership.

This role is assigned to the 'People Leader' category, and the following capabilities outline what is required to be successful in this category:

Leading strategically	<i>Plan and act strategically to position your team for success, aligning work priorities with organisational objectives and engaging others in a clear and compelling vision.</i>
Leading with influence	<i>Communicate persuasively and with impact to gain buy-in from your team and stakeholders, adapting your approach to different audiences and situations.</i>
Enhancing organisational performance	<i>Drive improvements and innovation within your team to lift performance, streamline processes, and contribute to organisational outcomes.</i>
Developing talent	<i>Coach and support team members to build capability, encourage growth, and create opportunities for development that strengthen overall team performance</i>
Enhancing team performance	<i>Build a cohesive, high-performing team by setting clear expectations, fostering collaboration, and creating an environment where people thrive and deliver results together.</i>



Curious

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.

Your health, safety, and wellbeing – Oranga me te haumarū

At the Ministry of Health, we expect all of our people to:

- Ensure health and safety is integrated into business-as-usual activities
- Promote employee participation in health and safety by actively supporting employee health and safety representatives (HSRs)
- Acquire and keep up-to-date knowledge of work health and safety matters including the hazards and risks associated with operations
- Ensure staff are informed of and trained in safe practices and procedures in their specific areas of work

Diversity and inclusion – Kanorau me te whakauru

The Ministry of Health welcomes and supports people of all gender identities, ages, ethnicities, sexual orientations, disabilities, and religions. To support this we:

- Foster inclusive workplaces that value diverse perspectives and lived experience
- Attract and retain diverse talent by creating accessible, welcoming environments
- Apply the merit principle fairly, ensuring equitable opportunities for all