



Position Description

Advisor / Senior Advisor

Team	Product Regulation Branch
Group	Regulatory Services
Manager	Team Leader, Medicines Assessment
Location	Wellington
Job band (indicative)	16G/17G
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

Regulatory Services | Te Pou Tāhū ensures public safety and quality through the effective regulation of providers, therapeutic products, and services. Regulatory Services are responsible for delivering the regulatory strategy, ensuring compliance with legislation and maintaining public trust in the health system’s regulatory frameworks. Regulatory Services also supports a number of statutory officer holders including the Chief Regulatory Officer, Medsafe and the Director Mental Health and Addiction.

Position purpose – Kōrero mō te tūranga



Medsafe is the New Zealand Medicines and Medical Devices Safety Authority and is responsible for the regulation of therapeutic products in New Zealand. The Product Regulation Branch sits in the Medsafe Group which is within the Regulatory Services Group. The role of Advisor / Senior Advisor, Medicines Assessment is to evaluate the quality, safety and efficacy of new or changed medicines.

What you'll do – Ko tōu ake mahi

- Assess the quality aspects of technical dossiers provided by pharmaceutical companies to support approval of their new and changed medicines, against local and international requirements and guidelines
- Communicate complex advice clearly, succinctly and appropriately for the audience (includes the public, health professionals, pharmaceutical companies and ministerial advisory committees)
- Deliver work to the agreed standards, manage time effectively and ensure all work is completed within the required timeframes
- Demonstrate an understanding of and contribute to the work programme of the Product Regulation Branch and provide quality advice with the oversight of the Team Leader
- Provide consistent high-quality advice and support, oversight and direction as required
- Lead the effective implementation of key pieces of work in a collaborative way across the team/Directorate/Ministry
- Champion best practice by mentoring and coaching Advisors, building capability within the team, and fostering a culture of continuous improvement.
- Contribute to the implementation of projects and programmes
- Contribute to the development and continuous improvement of processes, tools and frameworks within the wider team
- Build collaborative and positive relationships across the (team, branch, group, and other external stakeholders)
- Ensure all work reflects our responsibilities to the priority of equity and meeting Treaty of Waitangi obligations

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 Chemistry, Health or Life Science fields
- The ability to pull together clear ideas and conclusions from large amounts of technical data
- Experience, or interest, in working in a regulatory environment.



- Proven organisational skills with the ability to think ahead, use initiative, establish priorities and meet deadlines whilst preserving high levels of accuracy and confidentiality
- Previous experience in applying critical thinking and using sound judgement to develop options and provide advice
- Strong written and oral communication skills with the ability to tailor complex messages to a range of audiences
- Excellent interpersonal skills with the ability to foster good stakeholder relationships.

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 **'Leader of Self'** category, and the following capabilities outline what is required to be successful in this category:

Leading with influence	<i>Lead and communicate clearly and persuasively to gain support from colleagues, asking questions to understand concerns and tailoring messages so they resonate with different audiences.</i>
Engaging others	<i>Build trust and positive relationships by connecting personally, listening actively, reading situations, and communicating with tact to create an inclusive and respectful environment.</i>
Achieving ambitious goals	<i>Take ownership and show persistence to achieve challenging goals, focusing on opportunities and outcomes rather than constraints, and maintaining optimism in the face of obstacles.</i>
Managing work priorities	<i>Plan and organise your work effectively to meet deadlines and quality standards, focusing on the most important priorities and balancing proactive and responsive tasks.</i>
Curious	<i>Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.</i>

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.



Broad banding

This position is broad-banded which means that appointments are made at a salary band commensurate with the attributes and experience brought to a position by the candidate. Once in position, Medsafe has a process which recognises growing experience and performance that can lead to band progression.

The table below describes the key roles and responsibilities required for Advisor and Senior Advisor.

Band 16

- At this level staff are experienced and able to competently fulfil the requirements of the role
- Conversant with Medsafe policies and procedures as well as work of the wider Ministry and legislation which Medsafe administers
- High level of competence and provide guidance to other staff and peer review for routine technical issues
- Can justify their own decision making using judgement and analytics to weigh up the options and facts
- Delivers complex information to clients in a manner that is understood

Band 17

- Senior advisors typically have in depth experience across a wide range of regulatory activities within their Branch
- Understand and apply the principles underpinning the New Zealand and internal guidelines in ambiguous situations to negotiate successful outcomes for consumers and sponsors
- Makes decisions using judgement, wisdom, experience and analytics to weigh up the options and facts even if not in the guidelines
- Expected to lead pieces of work and review process to identify efficiencies or changes to processes to meet changing requirements
- Anticipates clients needs, actively gains and maintains trust of clients
- Train and mentor less experienced staff and support a cohesive team environment