



Position Description

Manager

Team	Maternity, Child and Family Policy			
Group	Strategy and Policy			
Manager	Group Manager Sector Policy			
Location	Wellington			
Direct reports	Direct	Up to 10	Indirect	0
Delegation authority	HR level	4	Finance level	4
Job band (indicative)	20G			
Security clearance	N/A			
Date	January 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

Strategy and Policy | Te Pou Rautaki leads strategy and policy development to improve the health and wellbeing of all New Zealanders. It provides high-quality, evidence-informed policy advice to Ministers and government to support decision-making across the health portfolio and legislative programme. They draw on clinical advice, undertake engagement with health sector professionals and work with other stakeholders.



Position purpose – Kōrero mō te tūranga

The Manager Maternity, Child and Family Policy is accountable for policy advice and support relating to maternity care settings and funding, and child and family health. This team will work with the GM Sector Policy and other managers in the Group to lead relevant areas of broader social sector policy work as required.

This role contributes to the strategic direction and ensures all work supports the Ministry's functions.

What you'll do – Ko tōu ake mahi

- Lead the development and implementation of funded sector policy areas relating to maternity, child (including the first 2000 days) and family health policy, ensuring alignment with government priorities.
- Manage a team of policy professionals to deliver evidence-based advice and strategic work programmes.
- Build strong relationships across the health and social sectors, including interagency governance groups.
- Support the development of frameworks and tools that promote evidence-based practice.
- Lead programmes of work within the Group and Ministry to deliver on the Government's and Ministry priorities and objectives.
- Ensure the quality of work produced by the team is of a high standard and is delivered in a timely manner.
- Provide leadership and management for projects and areas, working with direct reports and others to ensure all work is well planned, using work planning tools and methods which includes taking strategic and tactical approaches to achieve results.
- Lead and support the pastoral and development needs of the Group, ensuring the appropriate capacity and capability for the group as a whole to contribute to the Group work programme and priorities.
- Support the Group Manager in delivering the group's work plan.
- Build collaborative and positive relationships across the Group, Ministry, the wider health sector, government and other external stakeholders.
- Ensure the quality of work produced by the team is of a high standard and is delivered in a timely manner.



- Ensure the Group Manager is kept abreast of and informed of any emerging risks and pressures.
- Role model and lead the implementation of the Ministry's desired culture and values within the group.
- Ensure all work reflects our responsibilities to 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 a health or relevant field and/or equivalent experience
- A thorough understanding of public policy and the machinery of government, with a demonstrated knowledge of political administrative processes and structures
- Proven leadership experience in managing policy teams and delivering complex work programmes aligned to Government priorities.
- Strong understanding of maternity, child health (including the first 2000 days), and family health policy, with experience applying evidence-based approaches.
- Expertise in policy development and implementation, integrating research and frameworks into practical solutions that improve health outcomes.
- Excellent relationship management and influencing skills, able to build trust and collaborate effectively across the Ministry, health sector, and interagency governance groups.
- Strategic thinking and planning capability, with experience leading programmes of work and aligning them to organisational objectives.
- Strong communication and advisory skills, able to convey complex policy issues clearly and persuasively to diverse audiences.
- Proactive approach to risk management, identifying emerging issues early and implementing solutions to maintain delivery momentum.
- Commitment cultural competence, with a strong understanding of Treaty of Waitangi obligations and ability to embed these principles in all work.
- Capability in workforce development and pastoral care, ensuring team capacity and capability to meet current and future priorities.
- Resilience and adaptability, with demonstrated ability to lead through complexity and change while modelling the Ministry's values.



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	Drive improvements and innovation within your team to lift performance, streamline processes, and contribute to organisational outcomes.
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	<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 managers 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