



Position Description

Director – Monitoring & Appointments

Team	Monitoring & Appointments			
Group	Performance & Governance			
Manager	Deputy Director General			
Location	Wellington			
Direct reports	Direct	Up to 12	Indirect	up to 25
Delegation authority	HR level	Level 3	Finance level	Level 3
Job band	22G			
Security clearance	N/A			
Date	April 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

The Performance & Governance group brings together the Ministry's monitoring, assurance, executive advisory and ministerial support functions, all of which are critical to lifting system performance, supporting effective decision-making, and maintaining Government and public confidence in the health system.

The Group is responsible for ensuring the Ministry understands how the health system is



performing, identifies emerging risks and issues early, and provides clear, credible advice to Ministers and the Director-General. This includes monitoring the performance of Crown entities, the wider health system and significant work programmes, supporting high-quality statutory appointments and strengthening accountability and governance across the system. The Group also acts as the link at the centre of the Ministry, coordinating executive priorities, supporting Ministers' offices, and providing independent advice and assurance to the Director-General. Through these functions Performance & Governance helps align system performance, ministerial priorities and executive leadership, enabling, timely and coherent decision-making.

Position purpose – Kōrero mō te tūranga

The Director, Monitoring and Appointments provides senior leadership for the Ministry's integrated approach to system monitoring and governance (excluding Health NZ). The role is responsible for ensuring that system and entity monitoring, analytics, and appointments work together as a coherent function to support effective performance, accountability and public confidence.

The Director provides authoritative advice to Ministers, the Director General and senior leaders on Crown entity performance, governance, system risks and emerging issues, and ensures monitoring and appointments processes support timely escalation, assurance and intervention where required.

The Director operates as part of a collective Director level cohort, working collectively to provide consistent leadership, aligned expectations and a coherent voice across the group.

What you'll do – Ko tōu ake mahi

Leadership of system and Crown entity stewardship

- Lead the Ministry's monitoring and stewardship of Crown entities (excluding Health NZ) and system level performance, ensuring clear oversight of governance, delivery and risk.
- Ensure that entity level accountability and system level insight are connected in ways that inform strategic decision making and early issue identification.

Integrated monitoring, analytics and appointments model

- Establish and maintain an integrated operating model that connects:
 - system and entity monitoring,
 - performance analytics and insight, and
 - statutory appointments as a core stewardship lever.
- Ensure these functions work together to support strong governance, continuity and performance across the system.



Quality, coherence and impact of advice

- Be accountable for the quality, coherence and impact of advice provided to Ministers, the Director General and senior leaders on entity performance, governance risks and system pressures.
- Ensure advice is evidence based, forward looking and focused on consequences, not simply compliance or reporting.

Risk based assurance, escalation and intervention

- Ensure monitoring activity is risk based and proportionate, with clear decisions on when routine monitoring is sufficient and when enhanced assurance or escalation is required.
- Recommend and oversee the use of assurance, reviews or interventions to address material governance or performance concerns.

Senior stakeholder engagement and accountability

- Act as a senior interface with Crown entity Chairs, Boards and Chief Executives on governance performance and accountability matters.
- Foster constructive, trust based relationships while maintaining clear monitoring independence and accountability expectations.

Leadership of the Monitoring & Appointments Unit

- Provide strategic leadership to the Monitoring & Appointments Unit, setting direction, priorities and expectations for high quality monitoring practice.
- Ensure effective deployment of specialist capability (monitoring, appointments and analytics) to support integrated advice.

Collective leadership across the Director cohort

- Actively contribute to a cohesive Director cohort, working with peers to:
 - align monitoring and assurance approaches,
 - share insights on system wide risks and governance issues,
 - ensure consistent advice, escalation thresholds and messaging to Ministers.
- Model collaborative leadership and avoid siloed or inconsistent practice across portfolios.

Interface with the Deputy Director General

- Provide the DDG with clear, authoritative portfolio level advice, enabling them to exercise whole of Group leadership and stewardship.
- Distinguish clearly between matters that can be resolved at Director level and those requiring DDG or Director General escalation.
- Ensure all work reflects a commitment to equity and upholds Treaty of Waitangi obligations in planning, delivery, and stakeholder engagement.



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
- Exceptional stakeholder engagement and relationship management skills, with the credibility to act as a trusted advisor and influence at senior levels, including senior leaders, Boards and Ministers.
- Extensive experience in public-sector monitoring, assurance and/or governance, including understanding and experience applying relevant legislative requirements and frameworks
- Proven experience operating in complex, politically sensitive environments and navigating ambiguity.
- Proven leadership of multi-disciplinary teams to build a unified vision and achieve collective impact.
- Demonstrated ability to drive performance, including through encouraging innovative thinking, developing and embedding new ways of working
- Excellent written and verbal communication skills, with the ability to convey complex issues persuasively.
- Commitment to cultural competence, with a strong understanding of Treaty of Waitangi obligations and commitment to uphold these.

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

Leading strategically	<i>Develop and implement strategies that position the Ministry and sector for long-term success, aligning initiatives with strategic priorities and engaging others in a compelling vision for the future.</i>
Leading with influence	<i>Communicate with impact and authority to inspire confidence, gain buy-in, and influence decisions across the Ministry and sector.</i>
Enhancing organisational performance	<i>Drive innovation and continuous improvement across groups to lift organisational performance, streamline processes, and deliver sustainable outcomes.</i>



Developing talent	<i>Take a proactive approach to coaching and developing leaders, building diverse capability and creating succession plans to strengthen organisational leadership.</i>
Enhancing system performance	<i>Work collectively across organisational boundaries to strengthen system-wide performance, leveraging relationships and collaboration to achieve outcomes for New Zealand.</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