



Position Description

Manager

Team	Health Science			
Group	Strategy and Policy			
Manager	Group Manager Clinical and Science Advisory			
Location	Wellington			
Direct reports	Direct	Up to 12	Indirect	0
Delegation authority	HR level	4	Finance level	4
Job band (indicative)	20G			
Security clearance	Choose security clearance level			
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 will provide leadership of a team that provides health science advice, health research system and priorities advice, and library services. This team contributes, alongside others, to supporting the evidence base across the Ministry's work programmes and decision-making. The manager works closely with the Chief Science Advisor and Group Manager to shape the priorities and focus of the team's work programme. 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 of strategy, work plans, annual reporting, financial planning, and business processes for the Health Science team.
- Lead programmes of work that deliver on Government and Ministry priorities, ensuring alignment with systemlevel strategy and performance expectations-.
- Provide science leadership to shape and inform policy, regulatory, and operational decisionmaking across the Ministry and health sector-.
- Lead advice for the Ministry on the health research system and priorities, as well as input and relationships with the wider Government research system, working closely with Policy Units on relevant matters.
- Support and influence the Group, Ministry, and external partners to embed high quality evidence and scientific advice throughout the lifecycle of policy and programme development-.
- Lead the library team through effective management of existing resources, staying current in evolving library practices, and undertaking reviews of existing library policies and procedures as a when required.
- Identify issues, risks, and pressures early, ensuring the Chief Science Advisor and Group Manager and DDG are informed and that appropriate mitigation strategies are developed and implemented.
- Support the development of frameworks and tools that promote evidence-based practice.
- 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 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

- Advanced qualification in health research or science or equivalent experience, and a strong understanding of health systems.
- Proven leadership experience in managing multidisciplinary teams, with a focus on research, science and evidence-based practice.
- Strong understanding of governance and quality frameworks, including experience embedding continuous improvement across programmes and policy.
- Expertise in integrating science and research into policy and programme development, ensuring decisions are informed by robust evidence.
- Excellent relationship management and influencing skills, able to build trust and collaborate effectively across the Ministry, health sector, and external stakeholders.
- Strategic thinking and planning capability, with experience leading complex work programmes and aligning them to organisational priorities.
- Outstanding communication and advisory skills, able to convey complex clinical and technical information clearly to diverse audiences.
- Proactive approach to risk management, identifying emerging issues early and implementing solutions to maintain delivery momentum.



- Capability in people leadership, including 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.
- Clear and persuasive communication skills, both written and verbal, to convey complex information in a way that supports informed decision-making.
- Commitment to understanding and applying Treaty of Waitangi obligations in a leadership context.
- Understanding of the machinery of government.

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	<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