



Position Description

Principal Advisor

Team	Systems & Entity Monitoring
Group	Performance & Governance
Manager	Manager – System & Entity Monitoring
Location	Wellington
Job band	19G
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 Principal Advisor, System and Entity Monitoring is a senior practitioner role responsible for leading complex monitoring activity, deep dives and system level analysis relating to Crown entities (excluding Health NZ) and wider health system performance. The role provides authoritative monitoring judgement on high risk, high impact or ambiguous issues, and helps ensure that entity level monitoring and system level insight are translated into clear, defensible advice for senior leaders and Ministers.

What you'll do – Ko tōu ake mahi

Lead complex monitoring and deep dives

- Lead and own deep dives and complex monitoring activity into priority Crown entities, governance issues or system wide risks where signals are unclear or consequences are significant.
- Define lines of enquiry, test competing explanations, and assess whether issues are isolated, structural or systemic.

System level synthesis and insight

- Synthesize entity monitoring, analytics, intelligence and contextual information into system level insight that supports early issue identification and strategic stewardship.
- Identify cross entity patterns, emerging trends and common failure modes.

Quality assurance of complex advice

- Lead or provide senior quality assurance over advice on complex or sensitive issues before escalation to the Manager or Ministers.
- Ensure advice clearly separates evidence, judgement, uncertainty and implications.

Provide authoritative monitoring judgement and escalation advice

- Provide senior-level judgement on materiality, trajectory and implications of issues for entity and system outcomes, public confidence and Ministerial risk.
- Advise on proportionate escalation, intervention or assurance options where infrastructure risks cannot be managed through routine monitoring.
- Lead or quality-assure advice products (briefings, aide memoires, pack updates and recommendations) on infrastructure issues for senior leaders and Ministers.



Targeted assurance and escalated monitoring responses

- Lead or support targeted assurance activity where deeper confidence is required, including shaping terms of reference, testing evidence and translating assurance findings into monitoring judgements.
- Undertake detailed analysis to validate assumptions, signals or mitigation actions, drawing on specialist input as appropriate.
- Commission and manage external reviews and specialist advice where the monitoring response requires independent or technical assurance.

Stakeholder engagement on complex issues

- Engage credibly with Crown entity leadership and other senior stakeholders on complex or sensitive service-performance matters, supporting constructive challenge and “no surprises” monitoring.
- Test emerging insights and ensure monitoring conclusions are well-grounded and transparent.

Technical leadership and uplift of monitoring practice

- Provide technical leadership and mentoring to Senior Advisors and Advisors, lifting the quality, consistency, and confidence of infrastructure monitoring practice across the group.
- Contribute to continuous improvement of monitoring tools, templates and approaches, ensuring infrastructure monitoring remains disciplined, risk-based and system-focused.
- 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
- Advanced monitoring and assurance expertise, with the ability to assess performance using a disciplined, risk-based approach.
- Strong practitioner judgement on delivery confidence and portfolio risk, including the ability to identify systemic issues, prioritise what matters, and advise on proportionate interventions.
- Capability to lead deep dives and intensive assurance work, shaping lines of inquiry, testing evidence and producing robust monitoring judgements.
- Ability to commission and manage external assurance and specialist advice, and translate technical findings into clear, actionable monitoring insights.



- Advanced analytical and critical thinking capability, with the judgement to identify patterns, weaknesses, and emerging risks across monitoring approaches
- Excellent stakeholder engagement and influencing skills, able to operate credibly in challenging environments
- Advanced written and verbal communication skills, with the ability to translate complex and technical findings into clear concise messaging.
- Technical leadership, providing coaching and support to Senior Advisors and Advisors, and lifting the quality, consistency and confidence of monitoring practice.
- 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 **‘Technical 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 your technical area to meet future needs, aligning initiatives with organisational priorities and engaging others in a clear and compelling vision.</i>
Leading with influence	<i>Communicate with authority and clarity to influence decisions, inspire confidence, and gain buy-in for complex technical initiatives across teams and stakeholders.</i>
Enhancing organisational performance	<i>Drive innovation and continuous improvement within your technical area to strengthen organisational performance and deliver sustainable outcomes.</i>
Engaging others	<i>Build strong relationships by connecting with stakeholders, listening actively, and adapting your approach to foster collaboration and trust across technical and non-technical audiences.</i>
Achieving ambitious goals	<i>Show determination and optimism to achieve challenging technical objectives, focusing on opportunities and solutions that deliver significant impact.</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 haumaru

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