



Position Description

Senior Advisor

Team	System & Entity Monitoring
Group	Performance & Governance
Manager	Manager – System & Entity Monitoring
Location	Wellington
Job band	17G
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 Senior Advisor, System and Entity Monitoring leads defined Crown entity portfolios and system monitoring workstreams, delivering high quality analysis, judgement and advice on entity performance, governance and system risks. The role owns day to day monitoring relationships, identifies emerging issues, and contributes substantively to deep dives and escalated monitoring activity.

The role operates with a high degree of professional autonomy and judgement, while remaining within prioritisation and escalation settings established by the Manager, System and Entity Monitoring. The Senior Advisor plays a key role in maintaining disciplined, risk based monitoring practice and supporting capability uplift across the team through mentoring and practical guidance to Advisors.

What you'll do – Ko tōu ake mahi

Own Crown entity and system monitoring workstreams

- Lead monitoring for assigned Crown entities and/or system priority areas, maintaining a current, evidence based view of performance, governance, risks and trajectory.
- Apply monitoring plans consistently, ensuring engagement and analysis are proportionate to risk and materiality.

Performance assessment and monitoring judgement

- Analyse performance reports, board material, intelligence and contextual information to assess how effectively entities are meeting expectations.
- Form and articulate clear monitoring judgements about what matters, why it matters, and what is likely to happen next.

Monitoring products and advice for decision-makers

- Produce high-quality monitoring products (briefings, dashboards, aide memoires and recommendations) that support informed decision-making by senior leaders and Ministers on Crown entity performance, delivery confidence, risk and implications for service delivery and system accountability



- Ensure advice clearly distinguishes between fact, judgement and risk, and explains confidence, uncertainty and implications.

Support deep dives and targeted assurance

- Lead or contribute to deep dives and escalated monitoring activities, including contributing substantive analysis, testing evidence and preparing components of assurance advice.
- Help coordinate targeted assurance activity by supporting scoping, information-gathering and follow-up, and translating assurance findings into practical monitoring insights.
- Help shape lines of inquiry, triangulate quantitative data with qualitative intelligence, and support monitoring judgements and escalation recommendations.

Risk identification, escalation and monitoring judgement

- Apply a risk-based monitoring lens to identify and escalate material risks or concerns, recommending proportionate monitoring or assurance responses to the Principal Advisor.
- Support early escalation of issues with potential system, reputational or Ministerial impact, ensuring risks are clearly framed and evidence-based.

Stakeholder engagement

- Engage constructively with Crown entity counterparts and internal stakeholders to obtain information and test insights, clarify issues, and track progress against agreed actions and expectations.
- Support “no surprises” monitoring through timely communication and disciplined follow through.

Continuous improvement and capability development

- Contribute to continuous improvement of monitoring tools, templates and approaches.
- Provide informal guidance and on-the-job support to Advisors, lifting the quality, consistency and confidence of infrastructure monitoring outputs.
- 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
- Strong capability in monitoring and risk-based analysis, including ability to interpret signals across entity performance, resilience, delivery confidence and maturity.
- Strong monitoring craft and judgement, including distinguishing performance signal from noise, applying a structured lens, and recommending proportionate next steps.
- Capability to contribute to detailed technical analysis when required for escalated monitoring/intensive assurance, while exercising judgement about when to rely on external technical assurance.
- Proven experience delivering high-quality advice, with sound judgment to present clear options, implications, and recommendations.
- Strong analytical and critical thinking skills, with judgement to identify patterns, weaknesses, and risks in monitoring approaches and recommend practical improvements.
- Ability to build strong relationships across diverse stakeholders with ease and professionalism, enabling effective engagement.
- Excellent written and verbal communication skills with the ability to tailor complex messages to a range of audiences
- Experience coaching and lifting capability, with a demonstrated ability to mentor others and contribute to sustained improvements.
- 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 **'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.