

## POSITION DESCRIPTION

### POSITION DETAILS

**Position Title:** Manager Regulatory Practice

**Agency:** WorkSafe New Zealand

**Group:** Better Regulation

**Location:** Wellington

**Date:** January 2018  
(or review or creation)

### POSITION PURPOSE

The Manager Regulatory Practice is a management position in the Better Regulation Group and manages one of the three teams that collectively focus on Policy & Practice.

The Manager Regulatory Practice will bring their regulatory knowledge and understanding to drive continuous improvement in WorkSafe's regulatory practices.

The Manager Regulatory Practice works in partnership with other managers and teams across the business to operationalise WorkSafe's regulatory functions and provides assurance that those practices are fair, consistent, proportionate and effective.

The role is responsible for managing a regionally based, multi-skilled team.

### REPORTS TO

This role reports to the Manager Policy & Practice.

### KEY RELATIONSHIPS

#### External:

- Staff in other government agencies – in particular the Environmental Protection Authority and Accident Compensation Corporation, Maritime New Zealand, the Civil Aviation Authority, New Zealand Police and New Zealand Transport Agency.
- Ministers and staff in Minister's offices
- WorkSafe's Social Partners
- Relevant overseas regulatory agencies, in particular Australia

#### Internal:

- Senior Leadership team
- WorkSafe Board
- Other Policy and Practice teams; Regulatory Framework and Operational Policy
- All managers and staff in the Agency, in all regions
- Chief Executive
- Legal Services
- ICT Team

## KEY RESPONSIBILITIES

As a Crown Agency it is likely that the scope and function of roles within WorkSafe will evolve over time as the agency grows and matures. Responsibilities of this position are expected to change over time as WorkSafe responds to those changing needs.

The incumbent will need the flexibility to adapt and develop as the environment evolves.

**Leadership** - Embed the Regulatory Practice team as a centre of excellence and expertise for the Agency, and ensure it provides the highest quality practice advice and support for WorkSafe's strategic and operational leadership. Manage a regionally based, multi-skilled team to deliver the regulatory practice strategy and business plan. Provide strategic direction, planning, monitoring and management of the team's programme of work. Provide a working environment and culture that enables and encourages the optimum performance of the team. Coach, mentor and develop staff to grow the team's capability.

Model both WorkSafe's values and the Regulatory Practice team's values. Plan, manage and monitor the team's budget in line with corporate financial policies. Lead by example to enable staff to understand and adhere to health and safety, wellbeing, and security policies and procedures.

**Policy & Practice** - Work in partnership with other Policy and Practice Managers to ensure the collaboration and coordination of work. Provide advice to support the development of the health and safety regulatory framework to improve health and safety systems and culture in New Zealand. Identify risks and issues that may require a legislative or policy response to mitigate or address. Support the implementation of legislation and operational policies through the provision of advice and delivery of operational guidance and tools.

**Regulatory Practice and Quality Assurance Frameworks** - Apply regulatory theory to drive changes in regulatory practices to support WorkSafe in being a risk-based regulator.

Embed the practice framework to drive national consistency and support operational staff in applying judgement and discretion when enforcing compliance with performance based legislation. Act as guardian of the Practice Framework, ensuring quality standards are maintained and material is up-to-date and fit-for-purpose. Ensure the continuous improvement of Practice Framework content in response to changes in legislation, operational policies, regulatory practice or feedback from operational teams. Lead the development, implementation and maintenance of the Quality Assurance Framework that oversees regulatory practice, delivering continuous improvement and providing evidence based assurance that regulatory practices are proportionate, consistent, fair and effective.

Work in partnership with other regulators and government agencies to share good practice and develop solutions to address common practice issues. Work in partnership with operational teams to deliver supporting frameworks and systems that meet the needs of the end user.

**Operational Capability** - Assess likely impacts on operational teams as a result of changes to legislation, operational policies or regulatory practice and provide advice on how these can be managed. Provide support to the Learning and Development team to help grow the capability of the inspectorate and other teams that deliver our regulatory functions. Provide coaching and mentoring to Chief Inspectors and Managers when introducing changes to regulatory practice. Ensure the timely and consistent response to regulatory practice queries. Liaise with ICT teams to enable the recording, collation and analysis of regulatory intelligence to allow our regulatory effectiveness to be measured and monitored. Monitor operational performance to identify regional or national practice risks or issues, and measure the effectiveness of our work. Lead investigations into regulatory practice issues to identify underlying causes, and ensure corrective actions are taken.

## CORE BEHAVIOURAL EXPECTATIONS

- **Health and Safety** – Act in ways that foster a health and safety culture becoming embedded within WorkSafe including compliance with all relevant policy & procedures. Displays commitment through actively supporting all health and safety initiatives.
- **Leadership** – Provide leadership that engages and motivates others to succeed, develop, and proactively share experience, knowledge and ideas. Creates a sense of vision, engages and motivates people to participate, and makes things happen. Fosters an open, collaborative environment that encourages quality, innovation, ongoing learning and knowledge sharing.
- **Organisational Commitment** - Role model the standards of Integrity and Conduct for the Agency while complying with all legislative requirements. Contributes to the development of, and helps promote and builds commitment to the Agency's vision, mission, values and services
- **Diligent Management** – Attend to management fundamentals such as business planning and reporting, financial management, compliance, risk management, business continuity preparedness, and staff management e.g. performance, coaching, succession planning, leave management and staff wellbeing.

## PERSON SPECIFICATION

### Skills and Experience

If a candidate does not already have the necessary skills to deliver this, they must have the demonstrated ability to obtain these in an agreed timeframe.

Within this context, the post holder must demonstrate skills, knowledge and experience in the following areas:

- Able to effectively lead a professional team of expert advisors.
- A level of knowledge and experience relevant to health and safety regulatory best practice that is extensive and accomplished.
- The skills to effectively influence, lead others and get others on board with goals and ideas.
- Strong critical thinking, research and analytical skills.
- The necessary management and technical skills to lead a team of expert advisors to ensure that services are delivered to a consistently high standard.
- Senior experience at making connections between various aspects of the organisation and implications for their business unit.
- Ability to recognise the need for more specialised or technical advice or support and to ensure it is quickly obtained and effectively applied.
- Excellent knowledge of the relevant legislation, operational policy, practice frameworks and business processes and how these should be applied by the respective teams.
- Experience in developing and maintaining an environment focused on continuous improvement to enhance organisational performance.
- Ability to identify, build and maintain credible, sustainable and productive relationships with influential and relevant groups at a senior level.
- Understanding of and commitment to the principles of Equal Employment

Opportunities.

**Other**

- It is expected that the position holder will commit to maintaining their own competence through professional development opportunities.
- There will be some travel requirements for the position holder.

**STAFF AND FINANCIAL ACCOUNTABILITY**

Number of direct reports	7
Number of indirect reports	0
Budget	\$1.1m
Statutory delegations	Nil

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