

Position Description

Position Details

Position	Manager, Performance Reporting	Group	Corporate
Team	Performance Reporting	Location	Wellington
Reports to	Head of Communications and Government Services	Band	PS 19
Direct reports	4 FTE + 1 FT	Date	June 2026

WHO WE ARE

He aha te mea nui o tēnei ao? He tangata, he tangata, he tangata.

What is the most important thing in the world? It is people, it is people, it is people.

WorkSafe New Zealand | Mahi Haumaru Aotearoa was established in 2013 to be the primary regulator for work health and safety. We have a refreshed strategy that defines the wider health and safety at work system (te aronga matua) and reflects the role of WorkSafe Mahi Haumaru within the system (kawa), how we will undertake that role (tikanga), where we will focus our effort (kaupapa), and how we will measure our impact (mātauranga).

As the primary health and safety at work regulator, our role is to influence businesses to carry out their responsibilities and to hold them to account if they don't.

POSITION PURPOSE

The Manager, Performance Reporting, leads WorkSafe's enterprise performance reporting, and accountability functions, ensuring clear and consistent frameworks are in place to track progress against agreed strategy, priorities, and externally set performance requirements.

The role is responsible for developing and maintaining organisational outcome and performance frameworks and reporting processes that provide clear line of sight from strategic intent to business performance and delivery. It leads accountability processes and products, supporting effective oversight by the Executive Leadership Team and the Board.

KEY ACCOUNTABILITIES

Core accountabilities (shared across all Manager roles)

- Lead your team and help everyone do their best work. Make sure the team delivers on what we've planned.

- Build and keep good relationships with the people you work with. Make sure everyone's on the same page and working well together.
- Help your team do good work and look for ways we can do things better. Keep an eye on how we're performing.
- Build your team's skills and support everyone to grow. Make sure we have the right people and abilities for now and the future.

Role-specific accountabilities

- Lead the development and maintenance of enterprise performance and outcomes frameworks that link strategy, planning, delivery and results.
- Provide senior oversight and quality control over the coordination and delivery of performance and accountability processes to ensure consistent application across the organisation.
- Direct the production of high-quality performance reporting for the Executive Leadership Team, Board and external stakeholders to support oversight and assurance.
- Integrate performance, financial and operational information to provide a coherent view of organisational performance and progress.
- Ensure alignment between performance reporting and communications to deliver clear, consistent organisational messaging and performance narratives.
- Build and maintain internal and external stakeholder relationships, particularly with ELT, the Board, and MBIE.

SKILLS, EXPERIENCE AND QUALIFICATIONS

Core experience

- Demonstrated experience leading enterprise-level performance reporting and accountability functions in a complex public sector or regulatory environment.
- Proven ability to design and implement organisational outcomes frameworks and performance measurement systems that link strategy to delivery and results.
- Experience producing high-quality performance and statutory reporting for senior leaders, Boards and external stakeholders.
- Demonstrated experience integrating performance, financial and operational information to support organisational insight and decision making.
- Proven experience leading teams and building capability in performance reporting, analysis and accountability disciplines.

Desirable experience

- Experience working within a Crown entity or central government agency with an understanding of public accountability expectations.
- Knowledge of communications and ministerial servicing functions and how these align with organisational reporting.
- Experience supporting organisational performance improvement or continuous improvement initiatives.
- Knowledge of regulatory systems or environments and how performance reporting supports regulatory effectiveness.

KEY CAPABILITIES FOR THIS ROLE

The following five capabilities are most central to success in this role. The description explains what each one looks like in practice here.

Data, insights and analytics | Expected level: Delivering

You lead enterprise performance reporting and accountability functions. The role requires overseeing performance measurement systems, ensuring data quality, integrating financial and operational information, and producing reporting that supports executive and Board-level governance. Demonstrating this capability means understanding how data is collected and interpreted, ensuring performance measures are meaningful, identifying trends and performance issues, and presenting insights in a way that supports informed decision making.

Provides clarity and direction | Expected level: Excelling

At excelling level, you set clear direction for how performance is measured, tracked, and reported across the organisation. You establish frameworks, standards, and expectations that create a clear line of sight from strategy to delivery. You ensure leaders understand what success looks like and how performance will be assessed. You bring structure and alignment to complex performance and accountability requirements.

Critical thinking and decision making | Expected level: Excelling

At excelling level, you apply structured and analytical thinking to assess organisational performance and identify risks, trends, and implications. You connect data, context, and organisational priorities to form clear, evidence-based conclusions. You support executive-level decision-making by providing well-reasoned insights that highlight what matters most. You ensure performance reporting supports sound judgement and informed action.

Collaborate and influence | Expected level: Excelling

At excelling level, you work across teams and leadership groups to align performance reporting with organisational needs. You build strong relationships to ensure consistent understanding and use of performance information. You influence senior stakeholders to adopt common frameworks and approaches and ensure shared ownership of performance outcomes. You bring people together around a clear view of organisational performance.

Coach and develop people | Expected level: Excelling

You hold responsibility for a team and you have accountability for building capability, growing talent, and ensuring the team has the skills required for current and future needs. You will have proven experience leading teams and building capability in performance reporting, analysis and accountability disciplines. Success means developing technical expertise within the team, providing regular feedback, creating learning opportunities, and lifting overall reporting quality through coaching and mentorship. Strong leaders create an

environment where team members become more confident, capable and independent over time.

Full capability profile

The table below shows the expected proficiency level for this role across all 20 WorkSafe capabilities, based on the Manager job family profile.

Proficiency level key

FOUNDATIONAL	DELIVERING	EXCELLING	MASTERING
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Domain	Capability	Expected level
Personal attributes	Resilience and adaptability	Excelling
	Act with integrity	Delivering
	Value diversity, equity and inclusion	Excelling
	Self-awareness and growth	Excelling
Relationships	Effective communication	Excelling
	Collaborate and influence	Excelling
	Service excellence	Excelling
	Te Tiriti and Cultural competency	Excelling
Results	Deliver results	Excelling
	Critical thinking and decision making	Excelling
	Digital literacy and information management	Excelling
	Initiative and ownership	Excelling
Business enablers	Finance and procurement management	Delivering
	Data, insights and analytics	Delivering
	Risk assessment and management	Excelling
	Drive improvement	Excelling
Leadership	Provides clarity and direction	Excelling
	Knowledge of interconnected systems	Excelling
	Coach and develop people	Excelling
	Lead change and transformation	Excelling

Additional information

WorkSafe Mahi Haumaru may update this position description from time to time to reflect how the role evolves.