

Position description

Position Details

Position	Manager, Strategic Assessment and Prioritisation	Group	Regulatory Effectiveness
Team	Strategic Assessment and Prioritisation	Location	Any WorkSafe Mahi Haumaru location
Reports to	Head of Strategic Intervention	Band	PS 19
Direct reports	5 FTE	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, Strategic Assessment and Prioritisation leads the assessment of risks, harms, and intervention options to ensure WorkSafe Mahi Haumaru has a clear and evidence-informed understanding of where to intervene, why intervention is required, and which regulatory responses are most likely to achieve impact. The role is responsible for leading the definition and maintenance of a coherent, organization-wide assessment narrative that brings together evidence, intelligence, and system insight into clear, decision-ready outputs. It leads rigorous problem definition and assessment work, ensuring assessment outputs are fit for hand-off to Intervention Design and Planning and provide a strong foundation for coherent, deliverable intervention design.

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 assessment of risks, harms, and intervention options to ensure a clear and evidence-informed understanding of where and why WorkSafe should intervene and what responses are most likely to achieve impact.
- Develop and maintain a coherent organisation-wide assessment narrative that integrates evidence, intelligence, and system insight into clear, decision-ready outputs.
- Oversee rigorous problem definition and assessment work to ensure outputs clearly articulate risks, trade-offs, and expected impacts.
- Ensure assessment outputs are fit for hand-off to Intervention Design and Planning, supporting coherent and deliverable intervention design.
- Build confidence in assessment work by engaging senior leaders and subject-matter experts through clear communication and credible analysis.

SKILLS, EXPERIENCE AND QUALIFICATIONS

Core experience

- Significant experience leading or overseeing assessment, intelligence, or analytical functions that inform regulatory or strategic decision-making in complex systems.
- Demonstrated experience synthesising evidence, intelligence, and insight into clear, coherent narratives that explain risks, harms, intervention options, and expected impact.
- Strong experience in problem definition and intervention assessment, including assessing trade-offs, risks, and system impacts.
- Proven ability to influence senior leaders and subject-matter experts through credible analysis, clear communication, and confident engagement.
- Experience leading and developing teams to deliver high-quality analytical or assessment outputs.

Desirable experience

- Experience working in a regulatory, policy, or public sector environment.

- Experience applying system-level thinking to understand how risks, harms, and interventions interact across a complex system.
- Experience working closely with design, planning, or delivery functions to support end-to-end intervention development.
- A relevant tertiary qualification or equivalent experience in regulatory assessment, policy, strategy, intelligence, or a related field.

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.

Critical thinking and decision making | Expected level: Excelling

You will apply strong judgement to assess risks, harms, and intervention options. You synthesise complex evidence, intelligence, and insight to define problems clearly. You test assumptions and weigh trade-offs to determine where and how intervention should occur. You ensure outputs are well-reasoned, credible, and support effective decision-making.

Data, insights and analytics | Expected level: Delivering

You confidently use evidence, intelligence, and analysis from multiple sources to inform organisational decisions and assessment narratives. You gather and assess relevant information, identify meaningful patterns, trends, and emerging issues, and evaluate the quality and reliability of evidence. You use insights to support robust decision-making, contribute to prioritisation activities, and present complex information in a clear and practical way that enables others to understand risks, opportunities, and recommended actions.

Provides clarity and direction | Expected level: Excelling

You set clear direction for assessment work aligned to organisational priorities. You establish frameworks, expectations, and approaches that support consistent and high-quality outputs. You ensure others understand what is required and how assessment work fits into the broader system. You provide clarity in complex and evolving contexts.

Collaborate and influence | Expected level: Excelling

You build strong relationships across functions to shape assessment work. You engage with stakeholders to gather input and align perspectives. You influence decisions through clear, well-reasoned outputs and advice. You support shared understanding of risks, harms, and priorities across the organisation.

Coach and develop people | Expected level: Excelling

You will lead and develop a high-performing team to deliver quality assessment outputs. You build capability through coaching, feedback, and development opportunities. You guide consistent practice and support others to strengthen their analytical and assessment skills. You ensure the team contributes effectively to organisational priorities.

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.