

Position description

Position Details

Position	Manager, Business Planning Services	Group	Enterprise Planning and Implementation
Team	Business Planning Services	Location	Any WorkSafe Mahi Haumaru location
Reports to	Head of Implementation Services	Band	PS 19
Direct reports	2 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, Business Planning Services leads the business planning capability of WorkSafe Mahi Haumaru to support clear organisational direction, prioritisation, and alignment across the organisation. The role ensures planning processes and outputs enable leaders and teams to translate agreed priorities into coherent, achievable plans.

The role is responsible for coordinating organisation-wide planning cycles, maintaining planning frameworks and standards, and providing insight on alignment, interdependencies, and progress across plans. It supports senior leaders and business units to plan work in a way that reflects organisational priorities, capacity, and sequencing.

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 design and continuous improvement of WorkSafe's organisation-wide business planning discipline, including the frameworks, standards, and tools that support coherent and achievable planning across groups and functions.
- Coordinate organisation-wide planning cycles, ensuring they are well-timed, transparent, and enable business units to plan work in line with agreed priorities and sequencing.
- Provide leaders and teams with practical advice, frameworks, and guidance to develop clear, achievable plans without centralising ownership of plans or delivery.
- Maintain visibility of interdependencies, risks, and pressure points across plans, and provide insight to senior leaders to support informed decisions and timely adjustments.
- Capture learning from planning cycles and use it to strengthen planning approaches, tools, and organisational practice over time.

SKILLS, EXPERIENCE AND QUALIFICATIONS

Core experience

- Significant experience leading or overseeing business planning, performance, or organisational coordination functions in complex organisations.
- Demonstrated experience designing and operating organisation-wide planning processes that support alignment, prioritisation, and realistic sequencing of work.
- Experience providing insight and advice to senior leaders on planning coherence, interdependencies, capacity, and delivery risk.
- Experience working across multiple functions to support coordinated planning and alignment without centralising ownership of plans or delivery.
- Experience leading and developing a team in a planning, coordination, or enabling function.

Desirable experience

- Familiarity with portfolio or programme governance approaches and how they connect to business planning cycles.
- Experience working in or alongside a public sector organisation with complex cross-functional planning demands.
- Experience using data or reporting tools to provide visibility of plan progress, capacity, and interdependencies across an organisation.

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.

Provides clarity and direction | Expected level: Excelling

At excelling level, you set clear direction for organisational planning and ensure alignment to priorities. You establish planning frameworks, standards, and expectations that help leaders and teams understand what matters most and how their work contributes. You

bring structure to complex and interdependent work, ensuring plans are coherent, achievable, and aligned across the organisation. You maintain focus and clarity even when priorities shift or competing demands emerge.

Collaborate and influence | Expected level: Excelling

At excelling level, you build strong relationships across the organisation and influence how planning is developed and used. You work with senior leaders and teams to align priorities, resolve tensions, and ensure plans reflect organisational capacity and sequencing. You navigate different perspectives and bring people together around shared direction. You influence through credibility, insight, and a clear understanding of organisational needs.

Knowledge of interconnected systems | Expected level: Excelling

At excelling level, you understand how planning connects across organisational, operational, and regulatory systems. You identify interdependencies, risks, and impacts across plans and use this insight to improve alignment and coordination. You help others see beyond their immediate area and understand how their work fits into the wider system. You ensure planning supports effective delivery across the organisation, not just individual functions.

Deliver results | Expected level: Excelling

At excelling level, you ensure planning processes are delivered effectively and produce meaningful outcomes. You coordinate planning cycles, manage competing timelines, and ensure outputs are high quality and fit for purpose. You maintain oversight of progress and follow-through, ensuring plans translate into coordinated action. You create discipline in planning so it supports delivery rather than becoming a compliance exercise.

Coach and develop people | Expected level: Excelling

At excelling level, you are a reliable point of reference for others in how to build planning capability across a team and the wider organisation. You create meaningful development opportunities, give constructive feedback that strengthens practice, and support your team to exercise sound judgement in complex planning situations. You actively strengthen the planning capability of business units and leaders beyond your immediate team, contributing to sustainable organisational performance 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.