

Position description

Position Details

Position	Manager, Stakeholder Management	Group	Enterprise Planning and Implementation
Team	Stakeholder Management	Location	Any WorkSafe Mahi Haumaru location
Reports to	Head of Stakeholder Partnering and Management	Band	PS 19
Direct reports	4 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, Stakeholder Management leads the coordination of stakeholder engagement across WorkSafe, ensuring engagement activity is aligned, prioritised, and delivered in a consistent and coherent way that supports organisational priorities.

The role leads the Stakeholder Management function, establishing and maintaining the systems, processes, tools, and support services that enable effective stakeholder partnering at scale. It translates organisational priorities into structured engagement planning and coordinated activity, ensures visibility of engagement across the organisation, and leads a team providing event planning, coordination, and administrative support to enable consistent and well-organised engagement delivery.

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 coordination of stakeholder engagement activity across the organisation to ensure it is aligned, prioritised, and visible.
- Establish and maintain systems, processes, and tools that enable consistent and efficient stakeholder engagement planning and delivery at scale.
- Translate organisational priorities into structured engagement plans and coordinated activity across teams and stakeholder groups.
- Oversee the planning and delivery of stakeholder events and forums to ensure they are purposeful, well organised, and aligned with strategic objectives.
- Provide operational support and coordination services to Relationship Leads and delivery teams to enable effective and consistent engagement activity.

SKILLS, EXPERIENCE AND QUALIFICATIONS

Core experience

- Proven experience leading or coordinating stakeholder engagement or relationship management functions in complex, multi-stakeholder environments.
- Demonstrated experience designing and implementing systems, processes, or tools that support coordinated activity at scale.
- Experience translating organisational priorities into structured plans and coordinated delivery across multiple teams or stakeholder groups.
- Demonstrated experience leading and developing teams focused on coordination, enablement, or service delivery.
- Proven ability to work across organisational boundaries to align activity, reduce duplication, and embed consistent ways of working.

Desirable experience

- Experience supporting stakeholder engagement activity through coordination, event planning, or operational support rather than direct relationship ownership.
- Experience working within a regulatory or public sector environment.

- Experience developing or applying common frameworks and templates to standardise engagement practices.
- Experience using data or reporting to provide visibility and oversight of engagement activity 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.

Collaborate and influence | Expected level: Excelling

At excelling level, you build strong and effective relationships across the organisation and with external stakeholders. You align diverse perspectives and ensure engagement activity is coordinated and purposeful. You influence how stakeholders are engaged by promoting consistent, high-quality approaches and encouraging shared ownership of outcomes. You bring people together to ensure engagement supports organisational priorities and delivers meaningful impact.

Provides clarity and direction | Expected level: Excelling

At excelling level, you set clear direction for how stakeholder engagement is planned, coordinated, and delivered. You establish frameworks, processes, and expectations that ensure activity is aligned to organisational priorities and consistently applied. You create visibility of engagement across the organisation and help others understand what matters most. You bring structure to complex activity, ensuring effort is focused and aligned.

Deliver results | Expected level: Excelling

At excelling level, you ensure stakeholder engagement activity is well organised, coordinated, and delivered to a high standard. You manage competing priorities, maintain oversight of delivery, and ensure consistent follow-through. You embed discipline in planning and coordination processes, so engagement activity is reliable and effective. You ensure operational delivery supports broader organisational outcomes and priorities.

Drive improvement | Expected level: Excelling

At excelling level, you identify opportunities to improve how stakeholder engagement is coordinated and delivered. You develop and embed systems, tools, and processes that strengthen consistency and efficiency. You involve others in refining approaches and ensure improvements are practical and sustained. You build continuous improvement into how stakeholder engagement is managed across the organisation.

Coach and develop people | Expected level: Excelling

At excelling level, you support the development of your team and build capability in stakeholder engagement coordination. You provide guidance, feedback, and development opportunities to strengthen skills and confidence. You create an environment

where people can learn through experience and contribute to high-quality outcomes. You ensure your team is able to deliver consistent and effective support for stakeholder engagement activity.

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.