

Position description

Position Details

Position	Manager, Product Stewardship	Group	Regulatory Effectiveness
Team	Policy, Products and Services	Location	Any WorkSafe Mahi Haumaru location
Reports to	Head of Policy, Products and Services	Band	PS 19
Direct reports	None	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, Product Stewardship leads the stewardship of WorkSafe Mahi Haumaru regulatory products and selectively approved and endorsed industry-developed products as a coherent system. The role ensures products are actively managed across their lifecycle, so they remain current, credible, useful, and aligned to agreed intervention priorities, strengthening regulatory influence over time. The role provides system-level oversight of the regulatory product system by establishing clear criteria, governance, and decision-making processes, and ensuring they are applied consistently. It leads and directs the team to identify gaps, duplication, misalignment, and obsolescence, and to coordinate actions to maintain, improve, endorse, or retire products. The role also ensures effective management of endorsement and approval processes and high-quality advice to support decision-making. The role is accountable for system-level stewardship decisions relating to product lifecycle, usefulness, approval and endorsement, working alongside policy, design, and delivery functions to ensure coherence and consistency across the regulatory product system.

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 stewardship of regulatory approved and endorsed products as a coherent system, ensuring they remain current, credible and aligned to intervention priorities.
- Set and apply lifecycle criteria, governance frameworks and decision-making processes for maintaining, improving, recommending for approval, endorsing or retiring products.
- Oversee endorsement and approval processes, ensuring consistent application of standards and robust preparation of material for decision making bodies.
- Provide system-level oversight to identify gaps, duplication, misalignment and obsolescence in products and coordinate actions to address these.
- Lead and direct the System Stewardship team to deliver high-quality advice and consistent stewardship outcomes across the product system

SKILLS, EXPERIENCE AND QUALIFICATIONS

Core experience

- Demonstrated experience stewarding regulatory or system-level products in a complex public sector or regulatory environment.
- Proven experience leading teams to deliver system stewardship or similar functions and achieving consistent, high-quality outcomes through others.
- Experience making decisions on product lifecycle activities, including approval recommendations to Minister, endorsement, maintenance, improvement and retirement of products.
- Demonstrated experience applying system thinking to understand how policy, design and delivery settings interact to influence outcomes.
- Proven ability to provide clear, credible advice to senior leaders or Ministers to support regulatory products, and approvals or endorsement decision making.

Desirable experience

- Experience working with Approved Codes of Practice or similar regulatory instruments.
- Knowledge of New Zealand regulatory systems and how product stewardship

supports regulatory effectiveness.

- Experience working across policy, product design and delivery functions to achieve alignment in complex environments.
- Experience leading continuous improvement initiatives within a regulatory or stewardship context

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

You will set clear direction for system stewardship work aligned to organisational priorities. You establish governance, criteria, and processes that guide consistent decision-making across the product system. You ensure others understand expectations and how work fits together. You provide clarity in complex environments and maintain alignment across the system.

Knowledge of interconnected systems | Expected level: Excelling

You will apply strong understanding of the regulatory system to manage products as a coherent whole. You consider how different products, levers, and functions interact across the lifecycle. You ensure decisions reflect system-wide impacts and support consistency and alignment. You recognise dependencies and manage trade-offs across the system.

Critical thinking and decision making | Expected level: Excelling

You will apply strong judgement to stewardship decisions across the product lifecycle. You assess relevance, effectiveness, and alignment of products, identifying gaps, duplication, and obsolescence. You test assumptions and ensure decisions are well-reasoned and evidence-informed. You support credible and robust decision-making.

Collaborate and influence | Expected level: Excelling

You will build strong relationships across policy, design, and delivery functions to support stewardship work. You align stakeholders and bring together different perspectives to maintain a coherent product system. You influence decisions through clear, well-reasoned advice. You support shared understanding across the organisation.

Coach and develop people | Expected level: Excelling

You will lead and develop a high-performing team to deliver system stewardship outcomes. You build capability through coaching, feedback, and development opportunities. You guide consistent practice and support others to apply stewardship approaches effectively. You ensure the team contributes to organisational priorities and future capability needs.

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 Haumarū may update this position description from time to time to reflect how the role evolves.