

Position description

Position Details

Position	Manager, Intervention Design and Planning	Group	Regulatory Effectiveness
Team	Intervention Design and Planning	Location	Any WorkSafe Mahi Haumaru location
Reports to	Head of Strategic Interventions	Band	PS 19
Direct reports	6 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, Intervention Design and Planning leads the design and planning of interventions, translating assessed priorities and strategic intent into coherent, deliverable intervention approaches that can be implemented effectively across WorkSafe Mahi Haumaru and the wider health and safety system.

The role owns the development of integrated intervention designs that combine regulatory, non-regulatory, and partnership levers into a clear and cohesive intervention logic. It ensures intervention designs are translated into practical and implementable plans that reflect real-world context, anticipate delivery realities, and are ready for implementation, including sequencing, dependencies, and defined roles.

Working alongside Strategic Assessment and Prioritisation, which defines the intervention work programme, and in collaboration with technical experts, stakeholder partnering functions, and delivery teams, the role ensures intervention designs are aligned, credible, and actionable across the system.

The role owns the quality and integrity of intervention design and planning outputs within the agreed work programme, providing a clear and practical foundation for effective 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 design and planning of interventions, translating assessed priorities and strategic intent into coherent and deliverable intervention approaches.
- Develop integrated intervention designs that combine regulatory, non-regulatory, and partnership levers into a clear and cohesive intervention logic.
- Ensure intervention designs are translated into practical and implementable plans, including sequencing, dependencies, roles, and constraints.
- Integrate data, research, operational insight, and system understanding into intervention designs to ensure approaches are credible and effective in real-world contexts.
- Work across Strategic Interventions, technical experts, stakeholder partnering functions, and delivery teams to ensure intervention designs are aligned, credible, and ready for handoff to delivery.

SKILLS, EXPERIENCE AND QUALIFICATIONS

Core experience

- Significant experience leading or overseeing intervention design and planning work in complex regulatory or system environments.
- Demonstrated experience applying structured, problem-focused design approaches to develop practical and effective solutions.
- Strong experience integrating insights from technical experts, data, and stakeholders into coherent and actionable designs.
- Experience developing intervention plans that anticipate delivery realities, including sequencing, dependencies, roles, and constraints.

- Proven experience leading teams to deliver high-quality outputs, managing competing priorities while maintaining design integrity.

Desirable experience

- Experience working in a health and safety regulatory environment or similar system-focused context.
- Experience applying system-level thinking to intervention design in complex organisational settings.
- Experience working across multidisciplinary functions such as policy, research, and delivery to support integrated approaches.
- A relevant tertiary qualification or equivalent experience in intervention design, policy, regulatory practice, or systems design.

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 intervention design and planning work aligned to strategic priorities. You establish expectations, frameworks, and processes that guide consistent design outputs. You ensure others understand how work fits together and what is required for successful delivery. You provide clarity in complex environments and maintain alignment across the work programme.

Critical thinking and decision making | Expected level: Excelling

At excelling level, you apply strong judgement to shape intervention design and planning approaches. You work through complexity, assess trade-offs, and ensure solutions are coherent and fit for purpose. You test assumptions and ensure designs reflect evidence, context, and delivery realities. You make sound decisions that support effective implementation.

Collaborate and influence | Expected level: Excelling

At excelling level, you build strong relationships across functions to align intervention design and planning work. You work with technical experts, delivery teams, and stakeholders to integrate perspectives and ensure designs are credible and actionable. You influence outcomes through clear, well-reasoned positions and support shared understanding across the system.

Knowledge of interconnected systems | Expected level: Excelling

At excelling level, you apply strong understanding of the regulatory and delivery system to shape intervention design and planning. You consider how different levers, partners, and components interact. You ensure designs are realistic, aligned, and support effective implementation across the system. You recognise dependencies and plan accordingly.

Coach and develop people | Expected level: Excelling

At excelling level, you lead and develop a high-performing team to deliver quality intervention design and planning outputs. You support others to build capability through coaching, feedback, and creating opportunities to grow. You guide consistent practice and ensure the team contributes effectively to organisational priorities. You build capability for current and future 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 Haumaru may update this position description from time to time to reflect how the role evolves.