



## JOB DESCRIPTION

### Director of Regulation

Business Group	Te Mahau   Education Services	Salary Band	TBC
Reports to	Hautū Te Mahau   Education Services	Job Type	Fixed Term
Location	Wellington preferred (alternate locations considered)	FTE	1: Full Time
Environment	Flexible by agreement	Direct Reports	Yes (1)
NZSIS Security Clearance	Confidential	Core Children's Worker	No
Delegations	Financial, People and Statutory Delegations		

### What we do

*He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga*

**We shape an education system that delivers excellent and equitable outcomes**

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to learners and families.
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for learners and their families, from early learning through tertiary.

### Role Purpose

The Director of Regulation plays a critical role in the regulation of the Early Childhood Education (ECE) system. The Director works alongside Ministry teams to undertake the full range of regulatory functions designed to ensure the effectiveness of early childhood education services. They bring deep, specialised regulatory expertise to build regulatory awareness and capability, and establish and strengthen regulatory practice.

### Statutory Authority

The Education and Training (Early Childhood Education Reform) Amendment Act 2025 (the Act) aims to modernise the ECE regulatory system in line with good regulatory practice and improve its effectiveness for children, parents and caregivers.

The statutory purpose of ECE regulation set out in the Act is to set and implement minimum standards to provide for quality early childhood education that allows all children to establish strong foundations for learning, well-being, and life outcomes.

The Director of Regulation is responsible for performing key regulatory functions in the early childhood education (ECE) system. The Director has powers in their own name so does not operate under delegation from the Secretary for Education, rather is accountable under section 27C to the Secretary for the performance of their functions and duties. The Director also has specific powers to delegate in their own right.

The Director has some statutorily independent functions meaning they must act independently of Ministers' advice in relation to performing those functions.

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### Role Accountabilities

This role is a Ministry senior leader and holds independent statutory powers. The role is responsible for:

<b>Statutory and regulatory functions across the ECE system</b>	<ul style="list-style-type: none"> <li>Accountable for oversight of licensing and enforcement functions to ensure effectiveness of the ECE regulatory system, including statutory functions as outlined in the Act. In particular, the Director works with and through teams across the Ministry to:               <ul style="list-style-type: none"> <li>issue licenses and certifications and monitor and enforce compliance with regulated standards.</li> <li>investigate breaches of regulations and initiate prosecutions when necessary.</li> <li>provide information, guidance, and support to service providers, parents, and caregivers to improve the quality of ECE experiences.</li> <li>handle complaints and incidents related to ECE services.</li> <li>ensure regulatory enforcement is fair, transparent, and focused on risks, while avoiding unnecessary costs on parents and providers.</li> </ul> </li> <li>Provides expert advice to ministers and stakeholders regarding legislative and regulatory decisions</li> </ul>
<b>Regulatory Leadership</b>	<ul style="list-style-type: none"> <li>Acts as a thought leader on key issues and opportunities impacting ECE services.</li> <li>Supports the Ministry with ECE regulation practices including the maintenance of overarching frameworks, capabilities and systems to deliver effective regulatory activities.</li> <li>Works with Ministry teams to design, implement, and improve the ECE regulatory system to be future-focused, risk-based, and outcomes-driven.</li> <li>Ensures frameworks are in place to provide teams in the Ministry with clarity on where accountability and responsibility sit to deliver core ECE regulatory functions.</li> <li>Mentors staff, develops tools and frameworks, and models / enhances broader regulatory disciplines</li> <li>Uses data and insights to make evidence-based decisions.</li> <li>Provides ECE regulatory advice to the Secretary that is necessary for the Secretary to perform and exercise their functions, duties, and powers, e.g., relation to system stewardship, monitoring, funding, and child protection.</li> <li>Leads the engagement approach to collaborate with other agencies involved in regulating early childhood services.</li> <li>Leads a public-facing regulatory approach and strategy for the Ministry to build transparency and trust around ECE regulation.</li> </ul>
<b>Stakeholder and Relationship Management</b>	<ul style="list-style-type: none"> <li>Builds successful and strong relationships with internal and external stakeholders at all levels, across diverse audiences, in ways that positively influence and enhance the reputation of the Ministry.</li> <li>Applies sound judgment in navigating political environments and working with ministers or elected members.</li> <li>Effectively represents the Ministry in high level engagements including</li> </ul>

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	with Ministers and other government agencies.
<b>Governance, Decision making and Risk</b>	<ul style="list-style-type: none"> <li>• Takes accountability for anticipating emerging opportunities and challenges, and guiding responses to ensure delivery success.</li> <li>• Accountable for oversight of robust governance, managing strategic risks, and ensuring compliance with public sector standards.</li> <li>• Accountable for effective and timely decision making in accordance with legislation and with the Ministry's policies and delegations' framework.</li> <li>• Ensures effective resource management, including financial and human resources</li> </ul>

### Knowledge, Skills and Professional Experience

- Brings deep, specialised regulatory skills and a proven ability to make sound, defensible regulatory decisions.
- Technical knowledge and experience in designing, operating, and assuring regulatory systems.
- Well-developed knowledge of the public service, including a strong understanding of the machinery of government and public sector processes such as Cabinet and ministerial processes.
- High attention to detail for reviewing complex data, documents, and identifying compliance risks.
- Deep strategic thinking ability with experience at applying thinking into a complex system.
- Highly developed relationship and stakeholder management skills with experience in successfully influencing diverse ranges of senior stakeholders.
- Experienced in leading initiatives and influencing within an organisation, including quickly and effectively building capability and discipline in regulatory functions
- A tertiary qualification in a relevant field such as, law, business administration, or other relevant disciplines is desirable.

### Equal Opportunity Statement

The Ministry of Education is an equal opportunity employer committed to fostering a diverse, inclusive, and respectful workplace. We believe that diversity of backgrounds, experiences, and perspectives strengthens our organization and drives innovation. All employment decisions are based on business needs, job requirements, and individual qualifications, and we strive to ensure a fair and equitable recruitment and employment process.

### Working in the Public Service

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Te Tiriti o Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work. You can find out more about what this means; [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

### Leadership Success Profile - Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes "what good looks like" for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry's intranet.

In addition, the Ministry expects all leaders to role model behaviours in alignment with the Ministry of Education Leadership Expectations. These can be found on Te Tāhuhu.