



## Te Tūāpapa Kura Kāinga

Ministry of Housing and Urban Development

<b>Position</b>	<b>Secretary for Housing and Urban Development and Chief Executive   Te Tumu Whakarae mō Te Tūāpapa Kura Kāinga</b>
<b>Agency</b>	<b>Ministry of Housing and Urban Development   Te Tūāpapa Kura Kāinga</b>
<b>This position is a member of the Public Service Leadership Team</b>	

### Position purpose

As the Government's primary advisor on housing and urban development, the Secretary for Housing and Urban Development (the Secretary) leads and stewards a highly devolved housing system spanning central and local government, private and NGO sectors. Through this, the Secretary holds an important role in helping individuals, families and whānau have healthy, secure and affordable homes that meet their needs.

Engaging across sectors, the Secretary and their organisation are enabling more homes to be built through unlocking housing supply, and catalysing and delivering change in the housing and urban development system. The Secretary co-leads the Government's Target to achieve a 75 percent reduction in the number of households in emergency housing and is responsible for the delivery of the Government Policy Statement on Housing and Urban Development, which presents a multi-decade vision for the housing and urban development system.

The Ministry for Housing and Urban Development (HUD) provides advice on policy and legislation; monitors Kāinga Ora – Homes and Communities (Kāinga Ora) and Tāmaki Regeneration Company (TRC); funds a range of programmes to deliver more housing and urban development; regulates community housing providers; and collects and shares data and insights to inform decisions.

HUD is also responsible for, or has a role in, the administration of 11 Acts of Parliament. The Ministry's roles and responsibilities are carried out by a workforce of about 350. HUD administers Vote Housing and Urban Development with annual and forecast multi-year appropriations totalling approximately \$9.25 billion.

### Accountabilities

Critical success priorities	<p>The Government has set five priorities for the housing portfolio:</p> <ul style="list-style-type: none"><li>• implementing the Going for Housing Growth policy, which aims to improve housing affordability by significantly increasing the supply of developable land for housing</li><li>• improving the rental market to make it easier to be a landlord, and easier to be a tenant</li><li>• making building and construction changes to improve competition and lower building costs</li><li>• improving social housing to look after those who need support</li><li>• reforming the Resource Management Act.</li></ul>
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	<p>To give effect to these priorities, the Secretary will:</p> <ul style="list-style-type: none"> <li>• foster settings that increase housing supply in places where it is needed, including removing planning barriers to land supply and establishing clear, reliable and efficient infrastructure funding and financing arrangements</li> <li>• partner with stakeholders to support continued development of land and construction where it is needed</li> <li>• improve the value for money and effectiveness of the funds and programmes in the system</li> <li>• improve the targeting and effectiveness of social housing, housing support and services provided to people with housing needs</li> <li>• lift the performance of Kāinga Ora in response to the Independent Review, including monitoring the implementation of Kāinga Ora’s credible plan for improving performance, and providing high-quality advice to Ministers.</li> </ul>
Agency	<p>The Secretary for Housing and Urban Development is employed by the Public Service Commissioner and directly accountable to the Minister of Housing and the Associate Minister of Housing. The Secretary is accountable for:</p> <ul style="list-style-type: none"> <li>• continuing to improve the Ministry’s understanding of the housing and urban development system’s current and projected performance and regularly reporting on it.</li> <li>• strengthening system governance through appropriate mechanisms that provide oversight for the system.</li> <li>• providing high quality support to HUD’s Ministers, including policy advice, data and evidence and monitoring.</li> <li>• maintaining a strong leadership team and capable staff, skilled in priority areas, to support efficient delivery of Government priorities.</li> <li>• ensuring the Ministry has the capability and culture it needs to be an effective system leader, steward, and monitor.</li> </ul>
System	<p>The Secretary for Housing and Urban Development must perform the duties as set out in the Public Service Act 2020, the Public Finance Act 1989 and other relevant statutes and legislation.</p> <p>As a member of the Public Service Leadership Team, the Secretary is responsible for providing strategic leadership that contributes to an effective and cohesive public service; working together to model leadership behaviours; and assisting the other members to fulfil their responsibilities.</p> <p>As a Public Service leader, the Secretary for Housing and Urban Development will:</p> <ul style="list-style-type: none"> <li>• preserve, protect and nurture the spirit of service to the community that public service employees bring to their work.</li> <li>• demonstrate and uphold the values of the Public Service as set out in the Public Service Act 2020.</li> <li>• uphold the public service principles of political neutrality, free and frank advice, merit-based appointments, open government, and stewardship, and ensure that the agency.</li> <li>• promote diversity and inclusiveness and have regard to the principle that, in order to achieve fairness in employment and a more flexible effective public service, it is</li> </ul>

	<p>desirable for the group comprising all public service employees to, as far as practicable, reflect the makeup of society.</p> <ul style="list-style-type: none"> <li>• uphold the general responsibilities to the appropriate Minister, as set out in the Public Service Act 2020, including ensuring the integrity and conduct of the agency's employees.</li> <li>• Support the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi by developing and maintaining the capability of the agency and the wider public service to engage with Māori and to understand Māori perspectives.</li> </ul>
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## Key relationships

Government	<ul style="list-style-type: none"> <li>• Minister of Housing</li> <li>• Associate Minister of Housing</li> <li>• Ministers of Finance, Economic Development, Environment, Infrastructure, Local Government, Building and Construction, Māori Development, Social Development and Employment, and Transport</li> </ul>
Public Sector	<ul style="list-style-type: none"> <li>• Members of the Public Service Leadership Team</li> <li>• Ministries of Business, Innovation and Employment, Environment, Social Development, Transport, Department of Internal Affairs, and Te Puni Kōkiri</li> <li>• Central agencies: Te Kawa Mataaho Public Service Commission (including regional Public Service Commissioners), The Treasury, Department of the Prime Minister and Cabinet, Ministry for Regulation, and the Social Investment Agency</li> <li>• Te Waihanga   Infrastructure Commission</li> <li>• National Infrastructure Financing and Funding Ltd</li> <li>• Kāinga Ora – Homes and Communities</li> <li>• Tāmaki Regeneration Company Ltd</li> </ul>
Local Government	<ul style="list-style-type: none"> <li>• HUD works closely with local government including regional, district, and city councils; and unitary authorities.</li> </ul>
Iwi and wider communities	<ul style="list-style-type: none"> <li>• Treaty partners</li> <li>• Iwi, Pacific and other communities</li> <li>• Community Housing Providers</li> <li>• Developers, investors, building and construction companies</li> <li>• New Zealand citizens</li> </ul>
Security Clearance	Appointment will be subject to a New Zealand Government <b>Secret</b> security clearance.

## Leadership Roadmap

The Secretary for Housing and Urban Development must demonstrate competency and applied experience across several of the dimensions set out below:

<b>System Leadership</b>	<b>Delivery</b>	<b>Context Management</b>	<b>Sector Experience</b>	<b>Organisational Leadership</b>
Influencing results across complex systems, drawing on the collective strengths of organisations, and ensuring effective and efficient delivery through others.	Providing policy advice to Government to ensure best practice delivery, with a strong understanding of economic and social issues relating to housing.	Building effective relationships with Ministers, maintaining their trust and confidence in a high-profile portfolio.	Understanding the housing system's challenges and opportunities, including sector/system design, and the intersection between economic and social policy issues relating to housing.	Shaping the strategic direction of an agency to ensure efforts are focused where they will have the greatest impact.
Focusing and aligning governance of all-of-government effort across a complex system.	Ensuring data, insights, and evidence are used to support policy design and decision-making.	Understanding the Crown's relationship with Māori, and an ability to engage with Māori and understand Māori perspectives.	Understanding place-based housing challenges and needs facing communities across New Zealand.	Leading a national organisation to create influence across a sector at national and regional levels.
Delivering government investments that maximise value for money, are highly effective, efficiently delivered and achieve government priorities.	Providing strong financial management skills and expertise in infrastructure investment.	Developing trust and confidence with a broad range of stakeholders to build ownership and support for shared goals, including in instances where stakeholders have differing ambitions.	Maintaining strong stakeholder relationships across the housing sector, including central and local government, iwi and Māori, developers, investors, building and construction companies, Kāinga Ora, TRC Ltd and Community Housing Providers.	Lifting agency performance, culture, and capability so it achieves for communities, Ministers, across government agencies and with external stakeholders.
	Monitoring the performance of Crown Entities or other delivery organisations.			Ensuring a fit for purpose and high performing monitoring function.

Further information on Ministry of Housing and Urban Development outcomes, organisational structure, dimensions and appropriations can be found on the website: [www.hud.govt.nz/about-us](http://www.hud.govt.nz/about-us)

Other useful information is also available at the following links:

- Legislation: [What we do - Te Tūāpapa Kura Kāinga - Ministry of Housing and Urban Development](#)
- Annual Reports: <https://www.hud.govt.nz/assets/Uploads/Documents/Te-Tuapapa-Kura-Kainga-annual-report-2023-24.pdf>
- Government Policy Statement on Housing and Urban Development (GPS-HUD): [Government Policy Statement on Housing and Urban Development \(GPS-HUD\) - Te Tūāpapa Kura Kāinga - Ministry of Housing and Urban Development](#)
- Strategic Intentions: <https://www.hud.govt.nz/documents/hud-statement-of-strategic-intentions-2019-2023>



Position	Secretary for Housing and Urban Development and Chief Executive
Department	Ministry of Housing and Urban Development
Purpose	This guide provides information about the process for the recruitment and selection of the Secretary for Housing and Urban Development and Chief Executive.
Contact person	<p>If you have any questions during this process, please do not hesitate to contact one of the consultants supporting this recruitment:</p> <p>Simon Boyes Managing Principal Consultant E: <a href="mailto:simon.boyes@jacksonstone.co.nz">simon.boyes@jacksonstone.co.nz</a> T: +64 21 844 675</p> <p>Sean Brunner Partner E: <a href="mailto:sean.brunner@jacksonstone.co.nz">sean.brunner@jacksonstone.co.nz</a> T: +64 21 712 891</p>

## Public Service Leadership

Leader Profile	<p>Excellent leadership by Public Service Chief Executives is essential for a high performing, professional and world class public sector. Underpinning chief executive leadership is the requirement to adhere to the Standards of Integrity and Conduct and the higher bar expected of chief executive behaviour.</p> <p>As set out in the Public Service Act 2020, chief executives are required to proactively promote stewardship of the public service, including of its long-term capability and people, institutional knowledge and information, system and processes, assets and the legislation they administer.</p> <p>As stewards of the system, chief executives are responsible for achieving cross-agency, sector and system results by leading, collaborating and exerting their influence in a cohesive way across boundaries and ensuring their staff have both the authority and motivation to do likewise.</p>
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## Making an application

General	<p>Your application for this position should include:</p> <ul style="list-style-type: none"><li>A short cover letter expressing interest in the position and your fit for the role</li></ul>
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- A current curriculum vitae detailing your work history (including dates and position titles), educational qualifications, and your preferred contact details
- A fully completed application form

Further information has been detailed below. You should make your application via email to [simon.boyes@jacksonstone.co.nz](mailto:simon.boyes@jacksonstone.co.nz).

Application form  
Section A –  
Capability self-  
assessment

This capability self-assessment section will be used to assist in the process of evaluating applicants.

Please provide one to two examples for each capability detailing projects, tasks or occasions where you have demonstrated each of the areas described in Section A of the application form.

Application form  
Section B – Referee  
details

This section asks you to provide the details of referees who can help us create a 360-degree picture of your personal attributes, behaviours, and skills in relation to those detailed in the position description. These referees will be your current and previous managers, peers, junior staff members, direct reports, or others.

Please ensure you provide each referee’s name, title, relationship to you, and their preferred contact phone numbers. If they are based outside of New Zealand, please also provide an email address for that referee.

We will contact you before approaching named referees.

Application form  
Section C –  
Authorisation

In completing the authorisation section of the form, you are allowing the Public Service Commissioner (the Commissioner), or their designated representative or agent, to undertake the following checks:

- We may approach, in confidence, not only the referees you have named, but other people who have personal knowledge of you to gather information related to your suitability for this appointment.
- Qualifications and credit checks are completed by an external agency on behalf of the Commission
- Security checks by the New Zealand Security Intelligence Service are required. These include vetting through the New Zealand Police and the Serious Fraud Office.
- Serious misconduct checks are part of the Workforce Assurance Model Standards. It is a consent-based organisation to organisation check for a serious misconduct investigation, either concluded and upheld or currently under investigation, within the last three years.

Application form  
Section D – Criminal

The information in this section is required to check whether you have any past criminal convictions or pending charges that might impact on your ability to be effective in the position.

convictions  
declaration

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If you are the preferred candidate for the position, we will confirm the details you have given through a criminal history check carried out by the Ministry of Justice. Only those directly involved in the recruitment, including our agents (and if necessary a legal advisor) will have access to this information prior to your appointment (if you are appointed, your declaration will be filed on your personal file).

The information provided in this section by unsuccessful applicants will be destroyed at the completion of the process.

If you fail to provide relevant information and the Commissioner subsequently discovers that you have a criminal conviction that could not be withheld under the Criminal Records (Clean Slate) Act 2004 or a charge was pending at the time of appointment, you may be dismissed.

You may access this information and request its correction.

See 'Key Legislation' below for information on the Criminal Records (Clean Slate) Act 2004.

Application form  
Section E – Conflict  
of interest

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A conflict of interest means a conflict between a public duty and private and/or personal interests. Personal interests may be financial or relate to family, friends or associates. Conflicts of interest may be actual, potential or perceived. A conflict of interest may happen at any stage during the recruitment process. You are responsible for advising the Commission immediately if you believe there is a possible conflict of interest. Please note that this will not invalidate your application but will be taken into consideration.

The Commission produces [model standards](#) on the Public Service Commissioner's minimum expectations for staff and organisations in the Public Service to support the effective reporting and management of conflicts of interests. These standards should be read alongside other relevant rules and standards including the Office of the Auditor-General's [Managing conflicts of interest: A guide for the public sector](#).

### Key legislation

Public Service Act  
2020

Appointments to chief executive positions in the Public Service are made under Schedule 7 clause 3 of the Public Service Act 2020. This legislation sets out procedures to be followed in making these appointments and specifies the respective responsibilities of Ministers and the Commissioner.

Privacy Act 2020

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The recruitment process is subject to the provisions of the Privacy Act 2020. Personal information collected during this appointment process will be used solely for assessing your suitability for employment in this position. It will be held confidentially by the Commissioner, the recruitment and assessment consultants, the interview panel and to Commission staff who will assist the Commissioner with this appointment process. Evaluative

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information will be held in confidence and you do not have right of access to it.

Your authority is needed to gather some of this information and an authorisation section is attached for this purpose. If you are appointed to this position the information will be retained. If you are unsuccessful all of your application documents will be destroyed, unless you request that they be returned.

Criminal Records  
(Clean Slate) Act  
2004

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*[Extract from Ministry of Justice pamphlet ‘Criminal Records (Clean Slate) Act 2004’]*

You must meet all conditions in section 7 of the Act (a summary is set out below) before your convictions can be withheld. The Act should be consulted for full information (see [www.legislation.govt.nz](http://www.legislation.govt.nz) – exceptions to the Clean Slate scheme are found in section 19 of the Act).

You must:

- Have no convictions within the last seven years
- Never have been sentenced to a custodial sentence e.g. imprisonment, corrective training, borstal
- Never have been ordered by a Court following a criminal case to be detained in a hospital due to your mental condition instead of being sentenced
- Not have been convicted of a “specified offence” e.g. sexually offending against children and young people or the mentally impaired
- Have paid in full any fine, reparation, or costs ordered by the Court in a criminal case
- Never have been indefinitely disqualified from driving under section 65 of the Land Transport Act 1998 or equivalent provision

If you meet these requirements you should answer “No”.

### The appointment process

Applications      The application deadline for this position is Sunday, 30 March 2025 at 11:59pm.

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Assessments      The panel may invite you to undertake an assessment and this will be tailored to the position. This step can provide the Commissioner and the interview panel with further information on your suitability for the position of Secretary for Housing and Urban Development and Chief Executive, Ministry of Housing and Urban Development.

You will be given detailed feedback on your performance and if you are the successful candidate the results of the assessment will be used to develop a first year, professional development plan.

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Interviews

Interviews will take place in Wellington. Shortlisted candidates will be given more details on the interview panel and process at the time of arranging interviews.

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Panel Interviews

A Deputy Public Service Commissioner will chair the interview panel, which is established under Schedule 7 clause 3(4) of the Public Service Act 2020. Panellists may be chosen for a number of reasons, such as to provide expertise in a particular field. Panellists attend in their own right. The panel has an advisory role in assisting the Deputy Public Service Commissioner to determine the extent to which candidates meet the criteria set for the position and have the qualities to perform to the standards required in section 52 and section 73 of the Public Service Act 2020.

Responsibility for making the decision on whom to recommend for appointment rests solely with the chair of the interview panel. The Deputy Public Service Commissioner forwards their recommendation for appointment to the Minister for the Public Service, for referral to the Governor-General in Council.

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# APPLICATION FORM



**Te Kawa Mataaho**  
Public Service Commission

Please complete your name below and each of Sections A to E of this form.

Refer to the 'Guide for Applicants' for further information on this form and the recruitment process.

**Applicant name**

**Position applied for**

Secretary for Housing and Urban Development and Chief Executive

**Department**

Ministry of Housing and Urban Development

**Preferred contact email address**

**Preferred contact phone number**

**Entitlement to work in New Zealand**

**How did you find out about this position?**

Word of mouth

New Zealand Government Jobs ([www.jobs.govt.nz](http://www.jobs.govt.nz))

Te Kawa Mataaho Public Service Commission's (Te Kawa Mataaho) website

SEEK

Recruiter

LinkedIn

Other (please specify):

**IN-CONFIDENCE ONCE COMPLETE**

**Section A – Capability self-assessment**

The Secretary for Housing and Urban Development and Chief Executive, Ministry of Housing and Urban Development needs to be skilled in the capabilities identified in the position description. These capabilities have been outlined below. This capability self-assessment will be used to assist in the process of evaluating applicants.

Please provide one to two examples for each area listed in the Leadership Roadmap in the position description as described below, detailing projects, tasks or occasions where you have demonstrated the capability.

**Leadership Success Factors**

**System Leadership**

**Delivery**

**Context Management**

**Sector Experience**

**Organisational Leadership**

## Section B – Referee details

We are looking to create a 360-degree picture of your personal attributes, behaviours, and skills in relation to those detailed in the position description. To this end, please provide us with the details of referees at various levels who can make informed comment on your skills based on observations. These will be current and previous managers, peers, junior staff members, direct reports, or others.

Please ensure you provide each referee's name, title, relationship to you, and preferred contact phone number and email address. If they are based outside of New Zealand, please also provide an email address for that referee.

We will contact you before approaching named referees.

**As part of the recruitment process your referee or any related persons not named by you may be contacted at any stage.**

### Referee details

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**Section C – Authorisation in terms of the Privacy Act 2020**

**Authority to approach other referees**

I authorise the Public Service Commissioner, or their nominated representative, to approach persons other than the referees whose names I have supplied to gather information related to my suitability for appointment to the position of Secretary for Housing and Urban Development and Chief Executive, Ministry of Housing and Urban Development.

Signature: .....

Name printed: .....

Date: .....

**Disclosure Consent**

The Public Service Commission introduced Workforce Assurance Model Standards in March 2021 which require serious misconduct checks to be undertaken on prospective employees at the preferred candidate stage. These checks are undertaken with their current or previous employers for the past three years (covering Public Service departments and statutory Crown entities – Crown agents, Autonomous Crown entities, Independent Crown entities).

This recruitment process includes pre-employment checks. This includes disclosure, to the agency or organisation you are applying to, of whether you have been subject to a serious misconduct investigation, either concluded and upheld or currently under investigation, from all previous Public Service and statutory Crown Entity employers for the last 3 years.

Should you be selected as the preferred candidate, your response will be checked with your previous employer(s) at that stage. We will not conduct this check prior to you being selected as the preferred candidate.

**Do you consent to pre-employment checks as detailed above?**

Yes/No

Signature: .....

**Please list all of your previous Public Service and statutory Crown entity employers for the last three years.**



**Authority to verify qualifications and undertake credit checking**

I authorise the Public Service Commissioner, or their nominated representative, to verify the qualifications listed in my curriculum vitae. I also authorise the Public Service Commissioner, or their nominated representative or agent, to undertake a credit check.

Signature: .....

Name printed: .....

Date: .....

**Authority for security checking and vetting of personal suitability**

I give my authority to be security checked and vetted by the New Zealand Police, the Serious Fraud Office and the New Zealand Security Intelligence Service in the event that I am considered suitable for appointment to the position of Secretary for Housing and Urban Development and Chief Executive, Ministry of Housing and Urban Development.

Signature: .....

Name printed: .....

Date: .....

1. Are you a New Zealand citizen?

Yes / No

Are you a New Zealand resident?

Yes / No

Citizenship(s) held – please list all:



**Section E – Conflict of Interest Disclosure**

See the 'Guide for Applicants' for further information about this section.

**Are you aware of any perceived, potential or actual conflict of interest you may have in applying for this position?**

Yes      No

If you have answered yes, please provide details below:

**I agree to contact Te Kawa Mataaho Public Service Commission immediately to disclose any perceived, potential or actual conflict of interest during the recruitment process.**

(Please note that this will not invalidate your application but will be taken into consideration)

Signature: .....

Date: .....