

Candidate Pack

Job BH-11274: Secretary for Business, Innovation and Employment and Chief Executive



Te Kawa Mataaho
Public Service Commission



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI

Includes:

- Guide for Applicants
- Position Description



Position	Secretary for Business, Innovation and Employment and Chief Executive, Ministry of Business, Innovation and Employment	
Department	Ministry of Business, Innovation and Employment Hīkina Whakatutuki	
Purpose	This guide provides information about the process for the recruitment and selection of the Secretary for Business, Innovation and Employment and Chief Executive, Ministry of Business, Innovation and Employment.	
Contact person	If you have any questions during this process, please do not hesitate to contact one of the consultants supporting this recruitment:	
	Simon Boyes Managing Principal Consultant 021 844 675 simon.boyes@jacksonstone.co.nz	Emma Dewson Research Associate 027 218 4129 emma.dewson@jacksonstone.co.nz

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">• A short cover letter expressing interest in the position and your fit for the role• 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
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Further information has been detailed below. Please make your application via email to simon.boyes@jacksonstone.co.nz or by following this link: <https://jacksonstone.co.nz/job/bh-11274>

Application form Section A – Capability self-assessment	<p>This capability self-assessment section will be used to assist in the process of evaluating applicants.</p> <p>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.</p>
Application form Section B – Referee details	<p>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.</p> <p>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.</p> <p>We will contact you before approaching named referees.</p>
Application form Section C – Authorisation	<p>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:</p> <ul style="list-style-type: none"> • 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 Public Service Commission, only for the preferred candidate. • Security checks by the New Zealand Security Intelligence Service are required. These include vetting through the New Zealand Police and the Serious Fraud Office. The full check is completed only for the preferred candidate. • 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 convictions declaration	<p>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.</p> <p>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</p>

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

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 Public Service 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 Public Service 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.
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Privacy Act 2020	<p>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 Public Service Commission staff who will assist the Commissioner with this appointment process. Evaluative information will be held in confidence, and you do not have right of access to it.</p> <p>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</p>
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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

[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 – 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 Wednesday, 11 June 2025 at 11.59pm.
Assessments	<p>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 Business, Innovation and Employment and Chief Executive, Ministry of Business, Innovation and Employment.</p> <p>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.</p>
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.
Panel Interviews	The 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 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 Commissioner forwards their recommendation for appointment to the Minister for the Public Service, for referral to the Governor-General in Council.

He Whakamārama mō te Tūranga Position Description



Te Kawa Mataaho
Public Service Commission



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI

Position	Secretary for Business, Innovation and Employment and Chief Executive Te Tumu Whakarae mō Hīkina Whakatutuki
Agency	Ministry of Business, Innovation and Employment Hīkina Whakatutuki
This position is a member of the Public Service Leadership Team	

Position purpose

As the lead microeconomic agency, the Ministry of Business, Innovation and Employment (MBIE) supports the Government through the operation of core functions across a range of interconnected portfolios.

MBIE shapes and manages many of the underlying systems that contribute to national economic success and delivers a wide range of operational, policy and regulatory activities supporting businesses and people across New Zealand.

MBIE is responsible for driving a growing and productive economy for New Zealand through strengthened international connectivity, trade and investment, improved educational achievement and skills development, improved regulation, support for policies that build effective infrastructure, and promoting innovation, science and technology.

MBIE is the public service lead for government property and procurement and has policy and operational responsibility for a number of employer and employee support functions including language assistance services, dispute resolution and consumer protection.

MBIE provides a range of frontline services such as Immigration NZ, the Companies Office, the Intellectual Property Office of NZ, Tenancy Services, Temporary Accommodation Service, the Insolvency and Trustee Service.

Economic leadership

The Secretary for Business, Innovation and Employment (the Secretary) is expected to have significant economic insight and experience and will be responsible for progressing the Government's economic growth agenda for New Zealand. This includes ensuring MBIE is effectively prioritising its work programmes and reviewing resources to make the most of economic opportunities, as well as effectively addressing emerging challenges.

The Secretary and the organisation are expected to demonstrate commercial insight and knowledge and apply those proactively in the design of Government policies and the assessment of their delivery on sectors and firms.

Public sector leadership

The Secretary exerts influence across the Public Service to lift performance across agencies by creating a common vision for the future, setting standards and frameworks for agencies to operate within, building a 'can-do' culture, and co-ordinating and supporting best practice.

The Secretary is also responsible for looking across the public sector and proactively advising on the policy and operational settings – including specific tools and interventions – that the Government should implement in order to carefully manage public funding and drive value for money with spending.

Organisational leadership

MBIE's responsibilities span 21 interconnected portfolios (with support for more), plus 17 regulatory systems, and over 12 Crown entities. The Ministry employs over 5,900 people. MBIE receives \$1.3 billion to deliver functions and services on behalf of the government and administers \$5.67 billion in non-departmental activities on behalf of the Crown.

Accountabilities

Critical success priorities

The Secretary is expected to drive delivery and performance to achieve success, in line with the Government's five key priorities for MBIE. The critical success priorities for the Secretary are listed beneath each priority.

1. **Economic Growth:** prosperous people, businesses, sectors and regions
 - Optimise government procurement and public sector spending.
 - Deliver the Regional Infrastructure Fund to support increased regional productivity and resilience.
 - Increase capital availability and intensity for businesses.
 - Improve contribution of tourism and hospitality to economic growth, jobs and income.
 - Maximise the benefits of major events.
 - Optimise impact of New Zealand screen production sector.
2. **Labour:** skilled people engaged in a responsive and safe labour system
 - Support the flow of skilled workers, while balancing this with labour market opportunities for New Zealand, and maintaining national security.
 - Change immigration settings to attract talent and skills where and when we need it.
 - Improve labour market regulation, making it easier for businesses and workers to comply with health and safety regime, balancing costs and benefits.
 - Improve the Holidays Act 2003 to reduce compliance costs.
3. **Markets:** healthy competition with informed consumers and businesses.
 - Drive changes that lift productivity, improve competition and enable economic growth.
 - Streamline the building consent system, mandate overseas building systems and products, reduce regulatory costs, and improve the seismic system.
 - Upgrade financial services law and regulations and support initiatives to drive banking competition.
 - Implement economic regulation of water.
 - Boost competition in the grocery sector.
 - Modernise media and communications regulations.

	<p>4. Resources: energy security and value derived from natural resources</p> <ul style="list-style-type: none"> • Enhance energy security for greater economic stability. • Optimise opportunities around national resources. • Drive investment in renewable energy, supercharge EV infrastructure and update regulatory settings to support Government's climate change objectives. • Increase the scale and pace of resource production and consenting processes. <p>5. Science: innovation and growth through science and technology</p> <ul style="list-style-type: none"> • Create a science and research system that supports innovation and economic growth. • Make changes to the sector that incentivise focus on the commercial value returned from science investment. • Refocus Crown Research Institutes into Public Research Organisations to enhance economic outcomes. • Deliver enabling biotech regime. • Increase the value of the tech sector to \$30b by 2030. • Support partnerships between the New Zealand research community, international space agencies, and commercial collaborators.
Agency	<p>The Secretary is employed by the Public Service Commissioner. On a day-to-day basis the Secretary is accountable for his or her performance to portfolio Ministers.</p> <p>The Secretary is accountable for the delivery of the following functions:</p> <ul style="list-style-type: none"> • Policy delivery – MBIE supports Ministers in carrying out their Ministerial functions. This involves developing and implementing policy and strategy to meet Ministers' and Government objectives • Service delivery – MBIE provides a range of frontline services (such as Immigration NZ, the Companies Office, the Intellectual Property Office of NZ, Tenancy Services, Temporary Accommodation Service, the Insolvency and Trustee Service) • Regulation – MBIE has responsibility for the ongoing health and performance of 17 regulatory systems • Monitoring – MBIE monitors and has oversight of 12 Crown entities and a range of statutory and advisory boards • System leadership – MBIE has a Cabinet-mandated functional leadership role to improve effectiveness of procurement and property management across agencies • MBIE is required by the Public Service Act to take a long-term view of the policy issues of interest to MBIE, so it can provide free and frank advice to successive Governments. • Providing high quality support to MBIE's Ministers, including policy advice, data and evidence and monitoring. • Maintaining a strong leadership team and capable staff, skilled in priority areas, to support efficient delivery of Government priorities. • Ensuring the Ministry has the capability and culture it needs to be an effective system leader, steward and monitor.

System	<p>As a public service Chief Executive, the Secretary must perform the functions and duties as set out in relevant statutes and legislation, including demonstrating and upholding the values of the Public Service and general responsibilities to the appropriate Minister as set out in the Public Service Act 2020, and complying with the Public Finance Act 1989.</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 other members to fulfil their responsibilities. These include upholding the principles of political neutrality, free and frank advice, merit-based appointments, open government, and stewardship, and ensure the agency also does so. It also includes ensuring the integrity and conduct of the agency's employees and supporting the Crown in its relationships with Māori under the Treaty of Waitangi.</p> <p>The Secretary for Business, Innovation and Employment has joint responsibility for:</p> <ul style="list-style-type: none"> • delivering an integrated and effective border system, as a member of the Border Executive Board • co-ordinating collective action where New Zealand's first emissions reduction plan cuts across portfolios, as a member of the Climate Change Chief Executives Board. <p>The Secretary for Business, Innovation and Employment has responsibility for:</p> <ul style="list-style-type: none"> • managing the portfolio leases of government office accommodation and the pipeline of work, including faster establishment of regional hubs, as System Lead for Property • strengthening leadership and oversight of suppliers and agencies in key procurement sectors, as System Leader for Procurement.
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Leadership Roadmap

The successful candidate would ideally have a background including both private (commercial) and public sector experience. The candidate must demonstrate applied experience to deliver across the priority areas set out below:

Organisational Leadership	System Leadership	Sector Experience	Context Management	Personal Leadership
Leading and managing the delivery of multiple functions within a public service organisation through appropriate leadership structures.	Influencing results across complex systems, with a focus on drawing on the collective strengths of government agencies, ensuring that other agencies deliver their actions.	Economic and business growth thought leadership, with credibility at national and international level.	Leading an organisation to deliver strategic impact and provide robust, high-quality advice to Ministers informed by benefits, opportunities, risks and trade-offs.	Courage and conviction in leading through significant change and transformation.
Lifting agency performance so that it achieves for communities, across government agencies, with external stakeholders and for Ministers.	Maximising strategic integration across the public sector system by identifying opportunities and taking appropriate action.	Understanding of the Crown's relationship with Māori and a demonstrable ability to build confidence with Māori business and investment stakeholders.	Building trust and confidence with a broad range of stakeholders, including Ministers, local government, Māori providers, hapū and iwi.	Ability to inspire followership and confidence in senior leaders and stakeholders.
Shaping the strategic direction of an agency to ensure efforts are focused where they will have the greatest impact.	Delivering government investments that maximise value for money and contribute to priorities.	Driving performance and delivery through Public Service chief executives and agencies and the private sector.	Financial management with a focus on fiscal sustainability.	Resilience and tenacity to lead with influence across the system and sector.
Building organisational capability and culture to enable high performance across all functions, including in specialist technical areas, and ensuring a strong monitoring function.	Taking a long term and strategic view of the public sector system alongside other central agencies.	Designing and delivering investments proven to have measurable outcomes.	Managing complex issues effectively across a broad range of sectors with agility, sound judgement, and astuteness.	Sophisticated understanding of time and issues management, including when to delegate and when personal attention is required.

Key relationships

Government

MBIE Portfolios and Ministers:

- ACC – **Hon Scott Simpson**
- Auckland – **Hon Simeon Brown**
- Building and Construction – **Hon Chris Penk**
- Commerce and Consumer Affairs – **Hon Scott Simpson**
- Economic Growth – **Hon Nicola Willis**
- Energy – **Hon Simon Watts, Hon Shane Jones (Associate)**
- Housing – **Hon Chris Bishop, Hon Tama Potaka (Associate)**
- Immigration – **Hon Erica Stanford, Hon Chris Penk (Associate)**
- Infrastructure – **Hon Chris Bishop**
- Media and Communications – **Hon Paul Goldsmith**
- Public Service – **Hon Judith Collins**
- Regional Development – **Hon Shane Jones, Hon Mark Patterson (Associate)**
- Resources – **Hon Shane Jones**
- Science, Innovation and Technology – **Hon Dr Shane Reti**
- Social Development and Employment – **Hon Louise Upston, Hon Penny Simmonds (Associate)**
- Small Business and Manufacturing – **Hon Chris Penk**
- South Island – **Hon James Meager**
- Space – **Hon Judith Collins**
- Tourism and Hospitality – **Hon Louise Upston**
- Trade and Investment – **Hon Todd McClay**
- Workplace Relations and Safety – **Hon Brooke van Velden**

Ministers with responsibility for interdepartmental executive boards

- Minister of Climate Change (Climate Change Chief Executives Board) – **Hon Simon Watts**
- Minister of Customs (Border Executive Board) – **Hon Casey Costello**

The Secretary will be required to engage with other Ministers and portfolios as required, including for example the Minister for Māori Development.

Public Sector

- Members of the Public Service Leadership Team
 - A range of Public Service agencies, including Ministry of Housing and Urban Development, Ministry for the Environment, Ministry for Primary Industries, Ministry of Social Development, Ministry of Transport, Department of Internal Affairs and Te Puni Kōkiri.
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	<ul style="list-style-type: none"> • 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 • Crown Research Institutes / Public Research Organisations • Callaghan Innovation • Health Research Council • Royal Society of New Zealand
Local Government	<ul style="list-style-type: none"> • Local government (e.g. regional councils, district and city councils, unitary authorities).
Iwi and wider communities	<ul style="list-style-type: none"> • New Zealand and international business interests • Unions and employee organisations • Consumer organisations • Iwi and Māori organisations • Licencing and accreditation bodies • Universities, polytechnics and industry training organisations
Security Clearance	Appointment will be subject to a New Zealand Government Top Secret Special security clearance.

Up to date information on the Ministry of Business, Innovation and Employment outcomes, organisational structure, dimensions and appropriations can be found on the website <https://www.mbie.govt.nz/about/>

Other useful information is also available at the following links:

- Annual Reports: <https://www.mbie.govt.nz/about/who-we-are/corporate-publications/>
- Strategic Intentions: <https://www.mbie.govt.nz/about/who-we-are/corporate-publications/>
- Government procurement and property: <https://www.procurement.govt.nz>
- Digital Strategy for Aotearoa: <https://www.digital.govt.nz/digital-government/strategy/>