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# Position Description

## Real Estate Authority (REA)

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<b>POSITION TITLE</b>	Regulatory Solutions Manager
<b>REA POSTION LEVEL</b>	Level 17
<b>GROUP</b>	Regulatory Services
<b>LOCATION</b>	Wellington
<b>REPORTS TO</b>	Head of Regulatory Services
<b>LAST REVIEW DATE</b>	March 2020

### Our Vision

A better real estate experience for all.

### Our Values

We are professional. We are proactive. Our people matter.

### Our Story

The Real Estate Authority (REA) is the independent, government regulator of New Zealand's real estate industry. We are a Crown entity, established under the Real Estate Agents Act 2008. Our purpose is to promote and protect the interests of consumers in real estate transactions and to promote public confidence in the performance of real estate agency work.

### Role Purpose

The purpose of this role is to develop and implement proactive initiatives and activities to deliver world-class regulatory services. The role is accountable for the design and development of an improvement roadmap that will identify and deliver enhancements to help improve the effectiveness and efficiency of REA's regulatory services and management of regulatory risk.

The role will build and leverage relationships with other regulators and government entities, collaborate with others across REA to identify issues and opportunities, prioritise actions, organise and align resources, and lead projects to help develop and deliver improvements.

This position will champion an increasing focus on REA being a world-class regulator.

The role is a member of the RS Leadership Team.

## Delegations

- **People:** Staff leave management, succession planning and talent development
- **Financial:** Up to \$5,000 for purchasing transactions, up to \$1,000 for domestic travel
- **Registrar:** Nil

## Staff

- **Internal:** Resources as may be required
- **External:** Contractors as may be required

## Working Relationships

The position is required to build and maintain the following key relationships:

### Internal (within REA)

- Chief Executive/Registrar
- Head of Regulatory Services
- RS Leadership Team
- REA Senior Leadership Team
- REA People Leadership Team
- Regulatory Services
- Strategy and Insights
- Legal Services
- Corporate Services

### External (outside REA)

- Other regulators
- Other government entities
- Industry representatives

## Key accountabilities

The key accountabilities of this role assist in delivering the REA strategy.

### **Leadership in regulatory solution design and development**

- Design and develop the regulatory improvement roadmap and lead and influence others to support delivery
- Lead the implementation of the regulatory improvement roadmap and manage performance and progress of delivery and results
- Lead the development of RST initiatives and activities to become a world-class regulator

### **Regulatory expertise and insights**

- Build and leverage relationships with other regulators to understand best practise regulatory service delivery and gain insights to inform initiative and activity development and design
- Work closely with Strategy and Insights and other REA teams to share Insights and Intel to improve regulatory performance
- Develop initiatives and activities to improve regulatory effectiveness and efficiency

### **Regulatory engagement and influence**

- Assist Head of Regulatory Services to build relationships with other regulators to leverage knowledge and resources (e.g. MoJ policy support for regulation or legislation change)
- Develop and implement regulator engagement plans to enhance REA regulatory knowledge and performance (e.g. Memorandums of understanding to share information and improve performance)
- Champion the G-Reg qualification and network across REA

### **Regulatory risk management**

- Conduct ongoing assessment to identify and manage of key regulatory risks to REA
- Identify and report on emerging regulatory risks and unusual cases
- Develop and implement actions to mitigate the medium and high risks
- Review effectiveness of regulatory tools (e.g. Fit and proper assessments, supervision standard, compliance audits)

## Qualifications, skills, knowledge and experience

The following qualifications, skills and experience are desirable:

- A relevant tertiary degree or Level 4 G-Reg qualification
- Significant experience in a regulatory environment
- 3+ years' experience in leading and developing people
- Experience in building and leveraging key relationships
- Experience in risk identification and management
- Experience in the continuous improvement, design and implementation of regulatory tools, systems and processes

## Key competencies

- Leading with influence
- Motivating Others
- Integrity, Trust and Intuition
- Managerial Courage
- Customer Focus
- Drive for Results
- Teamwork and Strong Relationships
- Technical Expertise
- Self-directed

**Approved:**

**Date: 20 March 2020**



Kevin Lampen-Smith  
Chief Executive/Registrar