

Position Description: Principal Development Manager, IDG

Position title	Principal Development Manager
Reports to	Deputy Director (of assigned team)
Division	Sustainable Economic Development & Thematic Division and Development Strategy and Effectiveness Divisions
Location	Wellington
Term of Position	Open Tenure / Fixed term

Organisation Profile

The Ministry of Foreign Affairs and Trade, under the statutory authority of the Foreign Affairs Act 1988, conducts the Government's business with foreign countries and their governments and with international organisations. It advises the Government on foreign and trade policy issues that will affect New Zealand's interests in relation to other countries. On behalf of the Government it enters into dialogue with other governments, to implement New Zealand's policies and promote New Zealand's interests.

Within the Ministry, the International Development Group's role is to strengthen our developing country partners' ability to create sustainable economic development and thereby reduce poverty. We do this through effective management of the Official Development Assistance (ODA) programme involving financial assistance to developing nations; policy engagement; providing Ministers with high quality policy advice; and supporting public outreach and development education for New Zealanders.

The mission of the New Zealand Aid Programme is to support sustainable development in developing countries, in order to reduce poverty and to contribute to a more secure, equitable, and prosperous world.

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Position Purpose

The key purpose of the Principal Development Manager is to lead the development and effective implementation of a coherent Sector Plan to deliver tangible development results and manage the implementation of complex activities. In addition the Principal Development Manager will provide technical and strategically sound advice and leadership in a specific technical area of expertise for IDG, the wider Ministry and the Minister.

The Manager will be responsible for a NZ Inc approach to achieve development results in the sector, including engaging and influencing other Ministry divisions, other NZ Government departments, donors and other partners.

Principal Development Manager will be expected to travel periodically including to developing countries. Principal Development Manager should be available for multi-year postings to developing countries where duties may include any aspects of the role relevant at a New Zealand Post.

Position Objectives

The Principal Development Manager position has the following key objectives:

- Lead and manage delivery of complex activities
 - Provide thought leadership in a priority sector or theme to achieve tangible results, coherent plans, and be accountable for the delivery of results.
 - Apply an area of expertise, being a significant resource to IDG and others in the Ministry
 - Develop and manage the drawdown of panel expertise in specialised area
 - Successfully manage (either individually or with others) issues, projects of major significance to IDG and of particular complexity
 - Lift strategic thinking and sectoral skills by using technical expertise to coach and provide support and lead a programme of work to lift overall performance
 - Provide leadership to managers and staff in the application of that expertise in the development of practical solutions to difficult problems
 - Improve the quality of analysis and advice provided by IDG by monitoring quality, identifying improvements, facilitating peer review and providing coaching and feedback to others.
 - Represent the organisation at international forums as required.
 - Maintain and utilise strong networks with stakeholders leveraging connections and creating new innovative opportunities for working with others including the private sector
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Functional Relationships

The jobholder is required to build and maintain the following relationships:

- **Internal** (within MFAT)
 - Deputy Secretary
 - Directors, Managers and staff in IDG and MFAT
 - New Zealand posts overseas
- **External** (outside MFAT)
 - Minister of Foreign Affairs and Trade
 - Other government departments and agencies
 - International Aid Agencies
 - Partner Governments
 - Relevant regional and/or multilateral organisations operating within the sector
 - Other organisations as appropriate (e.g. private sector, academics, non-government organisations, community groups)
 - Leaders in field of expertise

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Accountabilities

Key Result Area	Expected Outcomes
Strategic Thinking	<ul style="list-style-type: none"> • Development of sector strategies and frameworks • Provides robust, evidence based, accurate and timely input into the development of programmes, policies and practices in area of expertise. • Leads NZInc approach to achieve in the sector effectively engaging with and influencing other Ministry divisions, Government Departments and other partners. • Monitors and reviews strategies and initiatives in area of expertise, identifying areas for improvement and lessons learned • Facilitates and focuses strategic thinking in area of expertise at senior levels across IDG • Contributes to the planning and development of the team, group and IDG work programme

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<p>Programme & Activity Management</p>	<ul style="list-style-type: none"> • Leadership and management of complex sectorial activities. • Leadership of the initiation of projects or other development interventions through a process of identification, feasibility, design, and appraisal. • Management of tendering of work and the relationship with and performance of contractors for complex activities • Management of activities through the Activity Management Cycle and any associated risks and impacts of development interventions • Leadership of agreed exit strategies and leads/contributes to review/evaluation processes • Delivers to deadlines
<p>Sector Leadership</p>	<ul style="list-style-type: none"> • Promotes development of sectorial understanding through sharing skills, knowledge and expertise with team members, wider IDG and Ministry and other Government Departments as appropriate including the provision of briefings and reports. • Maintains overview of all activities undertaken in the sector, provide policy oversight, monitoring progress on the delivery of the overall programme of activities within the sector, • Leads on design of activities and management of critically important and complex projects within their specialty, and other as may be required. • Provide reporting and briefings on the entire aid programme delivery in that sector. • Maintain and utilize strong networks with stakeholders in the sector, promoting co-ordination, leveraging off connections and creating new and innovative approaches for working with others. • Assumes responsibility for taking initiative and leadership in area of expertise and responsibility, applying leading edge thinking, as well as own innovative reasoning. • Fosters the inflow and uptake of information on professional developments outside of the Ministry, including the most recent overseas theory and practice • Applies breadth and depth of knowledge in area of expertise to the delivery of programmes of work • Proactively maintain and develop expertise in a cross cutting area (gender, human rights, environment) for the provision of advice and integration into development practices.

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Relationship Management & Communication	<ul style="list-style-type: none"> • Initiates, develops and maintains a range of strategic relationships and networks across sector area and other Development agencies domestically and internationally to promote coordination influence others and to create new and innovative approaches for working with others. • Contributes to the alignment of programmes and activities across IDG, promoting and fostering cooperation and collaboration • Passes on knowledge and expertise to staff in IDG and wider Ministry • Proactively identifies opportunities for sharing information and learning • Actively seeks external input and advice • Contributes to IDG's wider communications activities, such as leading presentations to external audiences
Ministerial Servicing	<ul style="list-style-type: none"> • Prepares complex briefing papers, and representing the Ministry at ministerial and inter-departmental discussions.
Financial & Contract Management	<ul style="list-style-type: none"> • Management and prioritisation of departmental expenditure and Crown expenditure in the areas of responsibility, consistent with the Ministry's financial management policies and procedures, and applicable delegations • Identification of opportunities for efficiencies • Management of staff and contracts for service consistent with Ministry policies and processes, and applicable delegations • Delivery of Directorate reporting requirements
Teamwork	<ul style="list-style-type: none"> • Promotes a team culture including the fostering of leanings across programmes and activities • Promotes and actively demonstrates the Ministry's culture and values
Self-Management	<ul style="list-style-type: none"> • Ensures personal specialist knowledge is up to date to enable continuation of an effective contribution to the work of the Ministry • Delivers to deadlines • Maintains active involvement in relevant professional association where applicable
Health & Safety	<ul style="list-style-type: none"> • Takes responsibility of meeting the Ministry's obligations in workplace health and safety.

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Skills and Experience

- Sound in depth expertise and experience of specific technical area(s).
- Experience working in an international context and understanding of development issues and effective practice
- Proven ability to identify, analyse, research and develop strategies and initiatives that are well founded, technically sound, practical and appropriate
- Proven ability to see beyond the immediate issue and comprehend the 'big picture' so that opportunities are identified and risks properly assessed.
- Strategic thinking and analysis capability at complex level
- Understanding of international development issues and aid practice
- Proven ability to identify future opportunities for area of specialty, tailor to the environment and gain agreement for implementation
- Proven relationship management and influencing and negotiation skills.
- Proven ability to achieve planned outcomes, maintaining focus on key priorities
- Excellent written and oral communication skills
- Established networks in relevant area of expertise
- Ability to influence new ideas, coach, share knowledge and work cooperatively within and across teams
- Experience in development of joint initiatives for shared outcomes

Qualifications

- A relevant tertiary qualification
- Post Graduate qualification desirable
- Recognised senior professional membership (if relevant).

Competencies The jobholder must demonstrate the following competencies:

Note *IDG currently use the Lominger competencies framework, however work is underway to transition to the wider Ministry framework. When this work is completed, competencies applicable to this role will be confirmed with the incumbent.*

Competency domain	Competencies

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Additional comments

- The jobholder must also:
- Be a New Zealand Citizenship is desirable but not mandatory.
- Be able to obtain (and maintain) an appropriate New Zealand Government Security Clearance.