

Position Description

Position Title

Counter-proliferation and Export Controls Adviser

Division

International Security and Disarmament Division (ISED)

Group

Deputy Chief Executive

Location

Wellington

Reports to

Unit Manager, Disarmament and Arms Control

Last Review Date

September 2019

About the Ministry

The Ministry of Foreign Affairs and Trade acts in the world to make New Zealanders safer and more prosperous. We do this by building connections with and influencing other countries to advance New Zealand's interests and project New Zealand values. We provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to New Zealanders' wellbeing in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges;
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections;
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore;
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

Our values are:

- **Impact:** We achieve for New Zealand, everyday, everywhere
- **Kotahitanga:** We draw strength from our diversity
- **Courage:** We do the right thing
- **Manaakitanga:** We honour and respect others

Diversity and Inclusion

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflects the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

The Ministry supports a range of flexible work options as the default setting for all positions.

About the International Security and Disarmament Division (ISED)

New Zealand is navigating an increasingly complex and dynamic international security environment, with greater security challenges and instability in our region and beyond. At the same time, the growth in trans-border security threats is directly impacting on New Zealand's international security interests. MFAT needs to be proactive and deliberate in providing advice and developing and operationalising the right policy settings to mitigate these threats. This requires us to work with the national security and intelligence community to take action in response to direct threats to national security, and to broaden New Zealand's international security cooperation. It also requires us to advance collective global security and defend the rules-based international order through contributions to global peace, security and disarmament.

ISED is responsible for much of this work, including advising on the foreign policy aspects of defence deployments and defence policy, cyber security, counter-terrorism, maritime security and people smuggling, outer space and other emerging security threats. The Division is also responsible for New Zealand's disarmament and non-proliferation policies, and for managing New Zealand's export controls regime for strategic goods and technologies.

Export controls are handled by a small team of three people, working in ISED's Disarmament and Arms Control Unit: a senior adviser and adviser for counter-proliferation and export controls, and an export controls coordinator. More details of New Zealand's export control regime can be found [here](#) and [here](#).

About the Position

The Counter-Proliferation and Export Controls Adviser provides policy advice, guidance and implementation on issues associated with, export controls (including brokering), international export control regimes, counter-proliferation and diplomatic clearances for ships and aircraft.

Delegations

All powers assigned to the Secretary of Foreign Affairs and Trade under and pursuant to Regulations 5 and 6 of the Customs Export Prohibition Order 2017, and such subsequent Orders.

Relationships

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

Internal (within MFAT)

- Unit Manager and Divisional Manager ISED
- Senior Counter-proliferation and Export Controls Adviser and the Export Controls Coordinator
- Other ISED staff
- Other MFAT staff, both onshore and offshore.

External (outside MFAT)

- Other government agencies relevant to export controls and counter-proliferation, particularly within the national security and intelligence sector
- New Zealand exporters, businesses, academia and research institutions
- Wellington-based diplomatic missions
- Counterpart overseas agencies concerned with export controls
- International export control regimes

Key Accountabilities

The following key accountabilities of this role assist in delivering the Ministry's vision and mission.

Export Controls and Counter-proliferation

- Conduct export controls and brokering assessments, including consultation with within MFAT and with relevant agencies
- Exercise delegated export controls approval authority
- Provide advice concerning measures to ensure that NZ's domestic export controls regime remains fit for purpose and responds to international developments
- Maintain close contact with other NZ agencies relating to export controls, including advice and assessment assistance with respect to dual-use technologies
- Represent NZ as required at international meetings of the export control regimes and support NZ posts in their involvement with these regimes
- Maintain close contact with officials from other countries on export controls
- Conduct outreach liaison on export controls with the NZ academic, research and business communities
- Maintain close contact with other NZ agencies relating to export controls
- Conduct reporting required by our membership of export control regimes
- Provide guidance and back-up to the Export Controls Coordinator as necessary
- Acting for the Senior Adviser in his/her absence

Diplomatic Clearances

- Process clearances for visits by foreign military and state-owned ships and aircraft in accordance with legislative and policy requirements, including liaison with relevant MFAT divisions and government agencies
- Research aircraft, ship and weapon specifications for input into submissions
- Liaise with Ministry of Transport and Civil Aviation Authority for non-military VIP aircraft clearance requests and other clearance/policy issues
- Maintain Standing Operating Procedures for diplomatic clearances

Leadership

- Contribute to the division's delivery of its planned and agreed activity stream to realise its strategic priorities and high level outcomes
- Ensure effective flow of information occurs both vertically and horizontally, within the division, across the Ministry and to NZ diplomatic posts
- Demonstrate the organisation's values, goals, policies and procedures in all aspects of work
- Manage staff so they are empowered to make decisions, while consulting on issues that need wider consideration
- Build strong team spirit and level of engagement, acknowledging team contribution and achievement as appropriate
- Coach and mentor members of the team, fostering high standards in the quality of outputs and ensuring a culture of learning and sharing of experiences and constructively challenging thinking as required
- Provide opportunities and support staff to represent the Ministry onshore.

Relationship Management

- Develop and maintain key relationships both internally and externally in order to advance the division's objectives.

Ministerial Servicing

- Ensure input to the Executive Services Division is given the necessary priority and meets the high standard required.

Organisational Responsibilities

- Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework
- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies, and external stakeholders
- Contribute to the preparation and reporting requirements of the Ministry's accountability documents
- Understand tikanga and Treaty of Waitangi principles, and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business
- Contribute to Ministry-wide projects and emergency response situations
- Using the Ministry's Capability and Leadership Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring
- Identify and pursue opportunities to build specialised skills, knowledge and experience aligned with the Ministry's Strategic Framework
- All other duties as requested by the employer.

Understanding of Government and the Public Service

- Understand the Machinery of Government, including the Ministry's relationship with Ministers and other government agencies.

Knowledge Management

- Contribute to the continuous development of the Ministry's knowledge base by using the Ministry's internal systems, sharing information and data with relevant internal stakeholders.

Health and Safety

The Ministry is committed to providing a safe and healthy working environment for all staff, including contractors and other workers, both on and offshore.

You are responsible for:

- taking reasonable care of your own and other's health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others
- complying with reasonable Ministry instructions to ensure the Ministry is able to comply with the Health and Safety at Work Act 2015
- cooperating with health and safety policies and procedures
- identifying and reporting hazards, injuries, illness and incidents (including near misses) that arise from your work or in the workplace
- identifying and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so
- raising health and safety matters with your manager or health and safety representative (or contact as appropriate)
- ensuring that all health and safety incidents, injuries, near misses are immediately reported through the HR Kiosk
- ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your Manager.

Qualifications, Skills, Knowledge and Experience

You must have the following qualifications, skills and experience:

- Tertiary level qualification or equivalent relevant experience
- A strong level of technical expertise in weapons and/or dual-use technologies and their operational deployment
- An understanding of the international political and security situation, and the implications for export controls and counter-proliferation
- Ability to think strategically and navigate sensitive political environments
- Experience in the development of complex and innovative policy solutions, and the ability to apply this to export controls and counterproliferation
- Sound understanding of the needs of the business community
- Ability to represent New Zealand's interests internationally and to interact effectively with representatives from other governments, domestic agencies and the business community
- Strong analytical and policy skills, and judgement and decision-making skills
- Strong written and oral communication skills
- Strong inter-personal skills, the ability to contribute to and work within a team, and to build, maintain and leverage relationships with internal and external peers/contacts
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure
- Strong customer focus
- Strong focus on quality and attention to detail
- Commitment to continuous improvement
- Ability to anticipate issues and problems and think of creative solutions
- Drive and ability to improve own capability, including self-awareness and self-improvement focus
- Integrity, discretion and an ethical approach
- Sound understanding of tikanga and Treaty of Waitangi principles
- A strong understanding of the machinery of Government and the Government decision making process.

Additional Comments

You must also:

- Hold New Zealand citizenship
- Be able to obtain and maintain an appropriate New Zealand Government security clearance.