



NEW ZEALAND
FOREIGN AFFAIRS & TRADE

POSITION DESCRIPTION

Position Title

Development Manager

Reports To

Unit Manager (assigned team)

Group

A range of groups in the Ministry

Date Created/Updated

August 2018

About the Ministry

The Ministry of Foreign Affairs and Trade (the Ministry) 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 reflect 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.

About the Position

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

Development Managers are responsible for managing the effective delivery of financial assistance for development outcomes in accordance with the Government's priorities and mandates and aid effectiveness principles. They demonstrate leadership in working through complex and challenging issues and they support the achievement of the divisions/unit's strategic priorities and high level outcomes as outlined under the key accountabilities.

DM's will be required to travel periodically including to developing countries. DMs should be available for multi-year postings to developing countries where duties may include any aspects of the role including programme monitoring, donor coordination, managing relationships and facilitating programme development and delivery.

Key Accountabilities

The following key accountabilities of this role assist in delivering the Ministry's purpose.

Role specific

- The role specific accountabilities will vary depending on the division and unit but will be accountable for the delivery of timely and high quality development related business outputs
- The role may include the following elements: strategy, programming and programme management, policy development, activity management, financial and contract management and Ministerial servicing.

Strategic Management

- Development of programme strategies in partnership with development partners and other stakeholders.
- Leadership or contribution to teams tasked with the development of or improvements to New Zealand Aid programme strategies, policies or systems.
- Provision of technical advice to support the development or improvement of programme strategies.

Programming

- Development of programmes in line with agreed strategies and in consultation with partners and other stakeholders.
- Identification and progression of initiatives within the programme through a range of delivery mechanisms.

Policy Development

- Development of policy, reporting, briefing and stakeholder consultation around a range of development issues.
- Development of sound, logical coherent, well written policy.

Programme Management

- Management and delivery of Programme, Planning and Performance Reporting processes.
- Management analysis and advice on programme and financial progress against planned objectives.
- Management of the forward Aid programme (FAP).
- Leadership in programme coherence with other development interventions.
- Management and participation in Programmes related engagement e.g. High level consultations, Programme talks, stock take talks, and donor meetings.

- Management of coherence between the programme and all related development.

Activity Management

- Leadership, management and delivery of activities within a programme, or sector ensuring deadlines are met.
- Identification and progression of initiatives through a range of delivery mechanisms.
- Management of activities through the Activity Management Cycle.
- Management of the initiation of projects or other development interventions through a process of identification, feasibility, design and appraisal.
- Participation in the tendering of work including the development of terms of reference and contractor selection processes.
- Management of the relationship with and performance of contractors.
- Monitoring and management of the progress, risks and impact of development interventions.
- Management of agreed exit strategies and review/evaluation processes for all development interventions.

Technical

- Leadership and provision of briefings for PDG and the Ministry and for the wider public sector.
- Proactively maintain and develop expertise in a cross cutting area (gender, human rights, environment) for integration into development practices.

Financial & Contract Management

- Development and oversight of programme budgets, cash flows, and financial approvals.
- Management of contracts, contract performance, outputs, contract variations.
- Oversight of the financial management, and accountability systems for projects, activity payments or grants.

Ministerial & Interdepartmental Support

- Provision of Ministerial and inter-departmental support. Including the preparation of briefs, submissions, talking points, speeches and media releases; accompanying officials on visits; and responding to OIA requests, ministerial correspondence and parliamentary questions.

Relationship Management

- Develop and maintain key relationships both internally and externally in order to advance the division's objectives
- Contribution to outreach initiatives
- Representation on behalf of the Ministry, at meetings and negotiations in New Zealand and overseas.

Organisational Responsibilities

- Demonstrate the organisation's values, goals, policies and procedures in all aspects of work
- 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
- 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
- Contribute to Ministry-wide projects and emergency response situations
- All other duties as requested by the employer

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, Experience, Knowledge & Skills

Qualifications

- Relevant tertiary qualification
- Post-graduate degree in a relevant field is desirable
- Recognised senior professional membership (if relevant)

Experience

- Experience working in the development and/or relevant sector
- Experience in representing an organisation externally and internationally
- Experience of building effective cross-cultural relationships
- Proven experience understanding and integrating cross cutting issues including gender, human rights and environmental issues and their application in programming activities and advice in developing countries.

Knowledge

- An understanding of the socio-economic context of developing countries
- An understanding of sound development principles and the process required to deliver successful outcomes
- An in-depth and up to date understanding of the international development principles and practices for effective and efficient aid delivery.
- An understanding of Programme and Activity Management processes to turn financial resources into effective development outcomes.
- An understanding of bi-cultural and EEO issues
- Strong understanding of tikanga and Treaty of Waitangi principles
- Understanding of the Machinery of Government and the Government decision making process

Skills

- Strong written and verbal communication skills
- Proven ability to convey complex information logically and concisely
- Ability to research and analyse issues and demonstrate appropriate recommendations
- Ability to plan, organise and monitor tasks at strategic, programme and project level
- Ability to effectively prioritise and organise own workload consistently meeting agreed deadlines
- Ability to coordinate and manage a range of complex tasks simultaneously
- Strong interpersonal skills with an ability to work successfully with a diverse range of people
- An ability to build, maintain and leverage relationships with key internal and external contacts
- A sound level of judgement and decision making skills
- Ability to work effectively with colleagues across the group and wider Ministry
- Strong qualitative and quantitative analytical skills
- Sound policy analysis and development skills
- Project management skills
- Facilitation skills
- Delivers to deadlines.
- Proven results orientation and demonstrated outcome focus

Relationships

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

Internal

- Divisional and/or Unit Manager
- Group and division staff
- Other MFAT staff, both onshore and offshore

External

- Minister of Foreign Affairs and Trade
- Other government departments and agencies
- International Development Agencies
- Partner Governments
- Suppliers and Contractors
- Other organisations and individuals as appropriate

Mandatory Role Requirements

- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.

