

Position Description

Position Title

Unit Manager

Division

United Nations, Human Rights and Commonwealth Division (UNHC)

Group

Multilateral and Legal Affairs Group (MLG)

Location

Wellington

Reports to

Divisional Manager UNHC

Last Review Date

June 2019

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 Division

The United Nations (UN) is a cornerstone of the post-World War II international political and security framework and is therefore central to New Zealand's strategic objective of strengthening the international rules-based system. The Division leads, coordinates or facilitates New Zealand's strategic engagement with the UN system to advance our multilateral interests. The Division also leads on New Zealand's engagement in the international human rights framework, international candidacies and New Zealand's participation in the Commonwealth.

About the Position

The Unit Manager is responsible for providing people, policy and programme leadership and direction to ensure the achievement of strategic priorities (including Strategic Objective One) and high level outcomes for the Division.

The primary role is oversight and leadership of a team of 6 policy staff focused on United Nations, Human Rights and Commonwealth issues.

The Unit Manager will deputise in the absence of the Divisional Manager.

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

Delegations

The position is responsible for the management of a team of 6 policy staff.

The position's full delegations are set out in the Schedule of Delegations.

These include:

Human Resources

- Recruitment of all divisional staff in adherence with Ministry policy

Financial

- As delegated by Divisional Manager

Relationships

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

Internal (within MFAT)

- Divisional Manager
- Direct reports
- Other Division and Group staff

- Network of 5 New Zealand posts - New York, Geneva, Vienna, London and Canberra
- Other MFAT staff, including PDG, both onshore and offshore

External (outside MFAT)

- Ministers
- Other government departments and agencies
- Diplomatic missions
- UN agencies and the Commonwealth Secretariat
- Business, academia, regional and international organisations and institutions, Māori and the wider community

Key Accountabilities

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

Role specific

- Provide senior level foreign policy expertise and judgement on multilateral issues including relevant UN negotiations and processes, international candidacy issues, and management of New Zealand's relationships with the UN and Commonwealth system
- Provide strategic guidance to the team, and posts, on a range of complex multilateral policy issues, ensuring New Zealand's interests are advanced and risks are managed.
- Deputise in the absence of the Divisional Manager, including leading representation / engagement, as required, with the wider diplomatic community and representatives of the UN and Commonwealth system

People Leadership

- Recruit, retain and develop high performing staff to ensure the Ministry has the necessary expertise required by their team
- Manage staff so they are empowered to make decisions, while consulting on issues that need wider consideration
- Ensure effective flow of information occurs both vertically and horizontally, within the division and group, including post/s, and across the Ministry
- Build strong team spirit and level of engagement, acknowledging team contribution and achievement as appropriate
- Ensure the performance management framework is implemented for self and team members, actively managing both strong and poor performance
- Formally coach and mentor team members by fostering high standards in the quality of outputs and ensuring a culture of learning, sharing experiences and constructively challenging thinking
- Using the Learning and Career Development Framework, policies and programmes, identify and encourage team members to develop specialised skills, knowledge and experience in priority areas as required to deliver the Ministry's Strategic Framework
- Provide opportunities and support staff to lead delegations offshore and to represent the Ministry onshore

Business and Programme Management

- Lead the unit's delivery of its planned and agreed activity stream to realise its strategic priorities and high level outcomes

- Manage the unit's programme of work to ensure that resources are appropriately distributed and managed within budget
- Forecast, manage and monitor the unit's budget and report against variances
- Lead the preparation and implementation of the unit's strategic and business planning processes

Relationship Management

- Develop and influence a clear map of relationships with decision-makers, policy-makers and thinkers that advance the division's objectives
- Develop and maintain relationships with key internal and external stakeholders in order to advance the division's objectives
- Ensure that the unit's network is regularly reviewed and refreshed in light of developments in strategic priorities

Policy Development and Delivery

- Lead the development of policy advice on issues involving sensitivity, conflict, risk and complexity, identifying and leading processes for resolving problems
- Bring new ideas into policy discussions
- Contribute to developing strategic views on policy advice, collaborating as required with the Strategic Policy Adviser.
- Complete rigorous review of advice to ensure quality and consistency
- Represent the Ministry in senior level policy discussions, advocacy meetings, and domestic outreach, as required
- Lead or participate in New Zealand delegations for bilateral, regional and international meetings and negotiations

Ministerial Servicing

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

Visits and Events

- Ensure the successful delivery of major visits and events, working closely with ministerial offices, relevant posts and NZTE's trade missions team as applicable.
- Oversee the team's input to the work of the Visits and Event Logistics Unit
- Escort high level visitors and ensure accurate recording, reporting and follow-up

Organisational Responsibilities

- Demonstrate and lead alignment with the organisation's values, goals, policies and procedures
- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies and external stakeholders
- Actively input into and support the Ministry's strategic priorities and high-level outcomes framework
- Contribute to the preparation and reporting requirements of the Ministry's accountability documents
- Foster strong working relationships across the Ministry
- Contribute to Ministry-wide projects and emergency response situations
- Apply tikanga and Treaty of Waitangi principles, ensuring staff also have a good understanding and are able to apply the Ministry Māori dimension in a way that is relevant to the context of our business and underpinned by Ministry values
- 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, including contributing to/presenting at internal learning and development opportunities

Health and Safety

- The Ministry is committed to providing a safe, healthy and secure working environment for all staff, contractors and other workers, both on and offshore.
- As a manager you are required to demonstrate leadership of all health and safety matters for your area of responsibility. This means ensuring that the Ministry complies with its obligations under the Health and Safety at Work Act 2015 (Act) and that workers are operating in an environment where health and safety hazards and risks are appropriately identified, eliminated and mitigated, so far as is reasonably practicable.

You are responsible for:

- Ensuring that health and safety resources and processes are in place and are being appropriately used
- Engaging with staff, and contractors to enable proactive participation in matters related to health and safety
- Ensuring that health and safety hazards are identified (in consultation with staff), that controls are in place, that associated risks are being assessed and regularly reviewed, and an action plan determined to eliminate or mitigate the risks so far as reasonably practicable
- Implementing the agreed actions to eliminate or mitigate the assessed risks and monitoring and reviewing progress
- Ensuring that the group or event hazard and risk register documents are regularly updated and controls are regularly reviewed
- Ensuring that all health and safety incidents, illnesses, injuries, near misses are immediately reported through the HR Kiosk and followed-up
- 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:

- Relevant post graduate degree or conjoint/double undergraduate degree
- Considerable experience in leading the development of complex and innovative policy advice and solutions and the ability to apply this to the Division's programme of work
- Experience developing policy on, and participating in, multilateral or complex bilateral/regional negotiations and processes
- Successful experience working with Ministerial offices and senior officials
- Understand at a strategic level, the key opportunities and risks for New Zealand in its engagement with the multilateral system, particularly the UN and Commonwealth, and an ability to think strategically about New Zealand's role
- A previous multilateral posting, in a UN context, would be highly desirable
- Demonstrated leadership and management acumen. This includes:
 - Ability to bring out the best performance in others, including setting expectations, providing feedback, encouraging high performance, and addressing underperformance
 - Ability to coach and develop people, to ensure that staff have the right skills to do their jobs well and progress in their careers
 - Shows the drive and resilience to lead proactively and deliver sustainable high performance

- Demonstrates the drive and ability to improve own capability. Includes self-awareness and self-improvement focus
- Ability to lead, implement and champion organisational change
- Ability to think strategically and contribute to group decision making
- Ability to build, maintain and leverage relationships with key internal and external contacts
- Excellent written and verbal skills
- Ability to work effectively with a diverse group of people from a range of cultures and backgrounds
- Strong project management skills, planning and organising skills, and the ability to manage a work programme
- Strong understanding of tikanga and Treaty of Waitangi principles
- A strong understanding of the Machinery of Government and the Government decision making process
- Financial and business planning skills and knowledge desirable
- Strong qualitative and quantitative analytical skills
- Ability to work effectively with colleagues across the group and wider
- A high level of judgement and decision making skills

Additional Comments

You must also:

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