

POSITION DESCRIPTION

Position Title

Policy Adviser, Political

Reports To

Counsellor (Political)

Post

New Zealand Embassy Washington, DC

Group

Americas and Asia Group (AAG)

Date Created/Updated

September 2019

About the Ministry

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealand safer and more prosperous. It does this by working to understand geopolitical changes across the world, advancing the Government's international priorities, and providing advice to the Government on its implications. By building connections and influence in other countries we act to promote and protect New Zealand's interests.

We seek to deliver value to New Zealand and New Zealanders, through:

- improved prosperity for New Zealand and our region
- the stability, security and resilience of our country, our people and our region
- leadership by amplifying New Zealand's influence and standing in the world
- kaitiakitanga or stewardship, by delivering solutions to global challenges for the benefit of present and future generations.

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 Group

Americas and Asia Group (AAG) is the group in the Ministry that formulates and delivers policy, in conjunction with a network of posts, for New Zealand's relations with countries in Asia and the Americas.

About the Post

The Post represents the New Zealand Government to the highest standards of professional excellence in diplomacy, trade negotiations, international development and consular services in the United States of America.

The Post takes a distinctively New Zealand approach, reflecting New Zealand's diversity and heritage and the Ministry's values.

About the Position

The Political Team, comprised of three seconded staff and two policy advisers, is a busy team charged with delivering on New Zealand's policy objectives in our political, defence, security and intelligence relationship with the United States. The team also focuses on international security issues where United States and New Zealand interests intersect.

The Policy Adviser contributes to the advancement of these objectives by supporting the Political Team's engagement with US Administration officials, congressional staff and non-governmental actors. The expectations of this role are the same as those of a Second Secretary operating in an embassy team.

This role also has a key part to play in delivering on the Government's Pacific Reset. New Zealand and the Pacific are joined by history, culture, geography, politics, shared interests and demographics. Pacific prosperity and security is of fundamental importance to New Zealand. The region faces a growing array of challenges, including significant internal challenges and increasing geostrategic competition where New Zealand's relative influence is eroding. The Government's Pacific Reset responds to this with a significant lift in New Zealand's ambition and investment in the region. The Reset includes ensuring closer engagement and cooperation with the US as a key external partner; and promoting and supporting Pacific regional and international action.

While areas of subject-matter coverage will be determined by Post Management taking into account the successful applicant's skill-set, they will likely include:

- day-to-day US-New Zealand bilateral relationship
- coordination with the US on Pacific-related issues
- support for the Political Team's work on a range of international security issues

Key tasks include:

- preparing briefing, attending meetings and formal reporting
 - research and analysis
 - participating in visits and Embassy events
 - attending representational events
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Key Accountabilities

The position has the following key accountabilities for New Zealand's relationship with the United States:

Policy Advice

- In close coordination with seconded staff, research, identify key political/social, defence/security and regional issues and emerging trends of interest/relevance to New Zealand
- Monitor, analyse and summarise media sources to stay informed on current events and developments relevant to the New Zealand Government bilateral and regional relationships
- Effectively use and contribute to the post's map of relationships that matter: decision-makers, policy-makers, thinkers and influencers
- Support seconded staff as required on official calls and travel, including preparing briefing for meetings
- Respond to general foreign policy enquiries from the public and from local government agencies as required

Organisational Responsibilities

- Ensure all Post policies and procedures are adhered to.
- Be aware of and adhere to the Health and Safety policies and procedures.
- Participate in the Post's consular duty roster (after-hours on call duty approx. one week in eight).
- Contribute to Post-wide projects and emergency response situations.

Knowledge Management

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

Security

- Be familiar with the Post Security Instructions and adhere to these at all times.

Other

- Assist other staff when work pressures arise.
- Undertake other duties as required.

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.
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Qualifications, Skills, knowledge & experience

You must have the following qualifications, skills and experience:

- High standard tertiary qualification
 - Experience in developing policy advice
 - Ability to think critically and analytically
 - Able to synthesise a wide range of information
 - Ability to anticipate issues and problems and think of creative and effective solutions
 - Demonstrated ability to take a flexible and dynamic approach, and to work within a team
 - Excellent written oral and communication skills
 - Demonstrated ability to build and maintain effective relationships
 - Competence in Microsoft Office Suite, including strong skills in Outlook, Word and Excel, and familiarity with electronic filing systems
 - Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure
 - Ability to communicate effectively with a range of people
 - Strong achievement/delivery focus, meeting high standards including accuracy and attention to detail
 - Ability to work autonomously and within guidelines, demonstrating the use of sound judgement and initiative
 - Personal integrity and an honest and ethical approach
 - Awareness of and interest in New Zealand
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Relationships

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

Internal

- Political Counsellor (line manager)
- Head of Mission and Deputy Head of Mission
- Seconded and locally engaged staff at the Embassy
- Ministry of Foreign Affairs & Trade policy divisions
- New Zealand agencies post representatives: Ministry of Defence, NZ Defence Force, Immigration NZ, MBIE (Science and Innovation), Customs and Police.

External

- US Government officials, primarily at the Department of State, Department of Defence, and the White House (National Security Staff)
 - Congressional staff
 - Local contacts from other sectors, e.g. think tanks and academia, NGOs/civil society
 - Peers in other key diplomatic missions
 - Network of NZ Honorary Consuls
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Mandatory Role Requirements

- The applicant must hold New Zealand citizenship and be able to obtain and maintain a New Zealand Government security clearance.
- The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description and such other duties reasonably within their experience and capabilities as may be required from time to time.