



NEW ZEALAND
FOREIGN AFFAIRS & TRADE

Position Description

Position Title

Lead Adviser – Pacific Ocean and Fisheries

Reports To

Unit Manager, Pacific Ocean and Fisheries Team

Division

Pacific Regional Division
Pacific and Development Group

Location

Wellington

Term of Position

Open Tenure

Date Created/Updated

October 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:

- *Kaitiakitanga:* Generations of New Zealanders benefit from sustainable solutions to global and regional challenges
- *Security:* New Zealanders are able to live, do business, travel and communicate more safely at home and offshore
- *Prosperity:* New Zealanders have better job opportunities and incomes from trade, investment and other international connections
- *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 Group

Pacific and Development Group (PDG) leads an integrated approach to New Zealand's diplomatic and development engagement with Pacific countries and is responsible for the delivery of the New Zealand Aid Programme in the Pacific and globally.

About the Division

Pacific Regional Division (PACREG) is responsible for generating and promoting regional solutions to the major challenges facing the Pacific Islands region. We discharge this responsibility by leading Pacific regional policy and strategy development across MFAT's Pacific Branch and the wider New Zealand Government; and by driving influential, effective and collaborative engagement and activity with and through Pacific regional organisations. As a division which tracks and influences developments right across the Pacific Islands region and coordinates New Zealand's Pacific Reset, PACREG plays an important role as a thought leader and connector for Pacific Branch and the broader Pacific & Development Group (PDG). PACREG has a key role in providing strategic leadership to support a cohesive approach across PDG's bilateral and sectoral programmes.

About the Position

The Lead Adviser - Pacific Ocean and Fisheries, provides technical and strategic advice and leadership in the Pacific Ocean and Pacific Fisheries sectors for PDG, the wider Ministry and the Minister.

The Lead Adviser – Pacific Ocean and Fisheries will:

- demonstrate leadership by working through complex and challenging issues, and coaching and mentoring staff to enhance their sector skills
- be responsible for a NZ Inc. approach to achieve development results for the Pacific Island Leaders vision for the "*Blue Pacific*" and the "*Regional Roadmap for Sustainable Pacific Fisheries*", including engaging and influencing other divisions of the Ministry, other NZ Government departments, donors and other partners
- be expected to travel periodically including to Pacific Island countries

Key Accountabilities

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

Role Specific

- Lead the development and implementation of the Pacific Ocean and Pacific Fisheries Sector Strategy to guide the Ministry's policy engagement and development programming in the Pacific region
- Provide robust, evidence based, accurate and timely input into the development of policies, programmes, projects and practices in the Pacific Ocean and Pacific Fisheries sectors
- Design and lead delivery of projects of major significance to PDG and of particular complexity in the Pacific Ocean and Pacific Fisheries sectors
- Monitor and review strategies and initiatives in Pacific Ocean and Pacific Fisheries sectors, identifying areas for improvement
- Facilitate and focus strategic thinking about the Pacific Ocean and Pacific Fisheries sectors and the "*Blue Pacific Continent*" vision at senior levels across PDG
- Represent the Ministry in senior level development discussions, Pacific regional agencies' governance bodies, advocacy meetings or international fora as required

- Lead and support a NZ Inc. approach to achieve outcomes in the Pacific Ocean and Pacific Fisheries sectors, effectively engaging with and influencing other Ministry divisions, NZ Government departments and other partners
- Contribute to the planning and development of the team, group and PDG work programme
- Develop and foster strong networks and relationships with stakeholders in the Pacific Ocean and Pacific Fisheries sectors, promoting coordination, leveraging off connections and creating new and innovative approaches for working

Leadership

- Coach and mentor advisers and officers within the PDG, providing constructive feedback, by fostering high standards in the quality of outputs and ensuring a culture of learning, sharing experiences and constructively challenging thinking
- Take the initiative and show leadership in area of expertise and responsibility, applying leading edge thinking, as well as own innovative reasoning

Sector Leadership

- Promotes understanding of the sector through sharing skills, knowledge and expertise with team members, wider PDG and the Ministry and other Government Departments as appropriate including the provision of briefings and reports
- Provides policy oversight and monitors progress on the delivery of the overall programme of activities within the Pacific Ocean and Pacific Fisheries sectors
- Provide reporting and briefings on the entire aid programme delivery in the Pacific Ocean and Pacific Fisheries sectors
- Maintain and utilise strong networks with stakeholders in the sector, promoting co-ordination, leveraging off connections and creating new and innovative approaches for working with others
- 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

Programme and Activity Oversight

- Leadership and oversight of complex sector activities and multi-stakeholder management
- Lead 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
- Leadership of agreed exit strategies and leads/contributes to review/ evaluation processes
- Support the team in their delivery of programmes and activities, within scope, on budget and to deadlines

Financial & Contract Management

- Management and prioritisation of 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 divisional reporting requirements

Relationship Management

- Develop and maintain a range of strategic relationships and networks across sector area and other Development agencies, to promote coordination, influence others and to create new and innovative approaches for working with others
- Contribute to the alignment of programmes and activities across PDG, promoting and fostering cooperation and collaboration
- Proactively identify opportunities for sharing information and learning
- Actively seek external input and advice
- Contribute to PDG's wider communications activities, such as leading presentations to external audiences
- Build and maintain relationships within MFAT, promoting and fostering collaboration between teams in the Division, PDG and the wider Ministry

Ministerial Servicing

- Prepare complex briefing papers and represents the Ministry at ministerial and inter-departmental discussions

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 inputs 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
- Actively lead and promote Ministry health and safety policies and procedures
- 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

Qualifications, Experience, Knowledge & Skills

Qualifications

- Relevant tertiary qualification
 - A post-graduate degree or conjoint/double undergraduate degree is desirable.

Experience

- Broad experience across the Fisheries and/or Oceans sectors
- Experience working in an international context and a sound understanding of development issues and practice
- Experience understanding and delivering results through effective project management
- Proven experience developing strategies and initiatives that are well founded, technically sound, practical and appropriate
- Proven ability to see beyond the immediate issues and comprehend the 'big picture' so that opportunities are identified and risks properly assessed

Knowledge

- Understand at a strategic level, the key opportunities and risks for New Zealand in its development partner relationships
- An in-depth knowledge and understanding of Pacific development issues and trends
- Strong understanding of tikanga and Treaty of Waitangi principles
- Understanding of the Machinery of Government and the Government decision making process
- Experience working in the Pacific and with Pacific partners

Skills

- A high level of leadership acumen
- Strong written and verbal communication skills
- Proven ability to convey complex information logically and concisely
- Ability to influence, coach, share knowledge and work cooperatively within and across teams
- Ability to think strategically, research and analyse issues and demonstrate appropriate recommendations
- Proven ability to prioritise issues and activities and to delegate work effectively
- Strong project management skills, planning and organising skills and the ability to manage a work programme
- 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
- The ability to respond to and work effectively in pressure situation
- Strong negotiation skills
- Excellent policy development skills

Relationships

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

Internal (within MFAT)

- Deputy Secretary PDG
- Divisional Manager
- Group and Division staff
- Other MFAT staff, both onshore and offshore

External (outside MFAT)

- Minister/s
- Other government departments and agencies
- International Aid Agencies
- Partner governments (with a Pacific focus) and their diplomatic missions
- Relevant regional and/or multilateral organisations operating within the Fisheries and Oceans sector
- Business, academia, regional and international organisations and institutions, Māori, Pasifika communities in NZ and the wider community
- Leaders in the sector fields of expertise

Additional Comments

You must also:

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