

## **POSITION DESCRIPTION**

### **Position Title**

Policy Adviser, Trade

### **Reports To**

Counsellor (Trade & Economic)

### **Post**

New Zealand Embassy Washington, DC

### **Group**

Americas and Asia Group (AAG)

### **Date Created/Updated**

September 2019

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### **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
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## **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.

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## **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.

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## **About the Post**

The Embassy in Washington DC 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. It takes a distinctively New Zealand approach, reflecting New Zealand's diversity and heritage and the Ministry's values.

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## **About the Position**

The Post's four-person Trade Team is charged with delivering on New Zealand's trade and environment policy objectives in our bilateral relationship with the US as well as influencing our shared interests in these areas in international fora.

This role has a key part to play in delivering on the Government's goals to grow sustainable economic returns and resilience from trade, investment and other international connections; strengthen, protect and use international rules and institutions to pursue New Zealand's values and interests; and embed New Zealand as an active and integral partner in building Asia-Pacific architecture in support of regional stability and economic integration.

The Policy Adviser contributes to the advancement of these objectives by supporting the 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.

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:

- facilitating dialogue with the US on their participation in the international trading system and developing opportunities for constructive collaboration
- encouraging US commitment to open, inclusive and cooperative regionalism
- harvesting information from select states, cities and think-tanks to contribute to New Zealand policymaking and economic diplomacy

Key tasks include:

- research, analysis, and preparing briefing
  - attending meetings and reporting on outcomes
  - supporting and participating in visits and Embassy 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**

- Identify, research and analyse key trade and economic issues and emerging trends of interest/relevance to New Zealand.
- Monitor, analyse and summarise media sources to stay informed on current events relevant to the NZ Government bilateral and regional relationships.
- Effectively develop and maintain contacts that contribute to the Post's map of relationships that matter: decision-makers, policy-makers, thinkers and influencers.
- Support as required official calls and travel, including preparing briefing for meetings.
- Respond to general trade policy enquiries from the public and 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**

- Contribute to the Embassy's communications and public diplomacy efforts.
- Assist other staff when work pressures arise by undertaking 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
  - 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

- Trade & Economic 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' in the US: New Zealand Trade & Enterprise, MBIE (Science & Innovation), Treasury, Customs, Police, Immigration NZ, Ministry of Defence, and NZ Defence Force.

#### External

- US Government officials, primarily at the US Office of the Trade Representative, Department of State, Department of Commerce, and the White House
  - 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.