Position Title
Team Leader, Geopolitics and Security Unit, Pacific Regional Division

Reports To
Divisional Manager, Pacific Regional Division

Group
Pacific and Development Group (PDG)

Location
Wellington

Date Created/Updated
November 2018

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 in which we work, 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.

This role has a key part to play in delivering on the Government’s Pacific Reset and New Zealand’s wider development objectives. 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 is centred on building deeper partnerships with Pacific Island countries and, in doing so, applying the following principles to our work in the Pacific: understanding, friendship, mutual benefit, collective ambition, and sustainability. Other key elements of the Reset include improving coherence and connectivity between domestic and foreign policy; ensuring close cooperation with Australia; closer engagement and cooperation with other key external partners such as China; and promoting and supporting Pacific regional and international action. Underpinning the Reset, the Government has increased New Zealand’s aid budget by NZ$714 million over the next four years.

Key Accountabilities

- This is a level 19 leadership role with a direct reporting line to Divisional Manager PACREG.

- The role leads a team of three direct reports (Development Manager, Senior Policy Officer and Policy Officer) and some team administration support to support the newly established Pacific Enabling Fund.

- It is part of PACREG leadership team (Unit Managers, Team Leader Geopolitics and Security, and Lead Adviser Pacific Regional 4 Year Plan) providing the strategic stewardship that supports the Pacific Reset.
Additional Accountabilities

The following additional accountabilities of this role assist in delivering the Ministry’s purpose:

- **Business and Programme Management**
  - Support the Division’s delivery of its planned and agreed activity stream to realise its strategic priorities and high level outcomes
  - Contribute across the Division’s programme of work to ensure that resources are appropriately distributed and managed within budget
  - Assist with forecasting, managing and monitoring the Division’s budget and report against variances
  - Contribute to the preparation and implementation of the Division’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 Division’s network is regularly reviewed and refreshed in light of developments in strategic priorities

- **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

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**Qualifications, Skills, knowledge & experience**

The following are required:

**Qualifications**

- Post-graduate degree in any field; or equivalent level of experience working in a professional role.
Skills
- Ability to convey complex information logically and concisely in both written and oral forms.
- Ability to research and analyse issues and develop appropriate recommendations
- Strong oral and written communication skills.
- Strong interpersonal skills.
- Ability to work under pressure.
- Ability to work as part of a team.
- Ability to work with staff from all levels of the organisation
- Ability to facilitate and coordinate tasks.
- Good policy formulation skills and sound judgement.
- Sensitive to and appreciative of EEO issues.
- Ability to work with people from other cultures.
- The ability to facilitate complex tasks in a multi-disciplinary environment.

Experience
- 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 build, maintain and leverage relationships with key internal and external contacts
- Ability to think strategically and contribute to group decision making
- Excellent written and verbal skills

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

Internal
- Divisional manager
- Direct reports
- Division staff
- Other MFAT staff, both onshore and offshore

External
- Minister/s
- Other government departments and agencies
- Diplomatic missions

Mandatory Role Requirements
- This role requires a Top Secret New Zealand Government Security clearance, with C,D and E briefings.