



**NEW ZEALAND**  
FOREIGN AFFAIRS & TRADE

## Position Description

### Position Title

Senior Adviser – Education, Pacific Development Group (PDG)

### Reports to

Unit Manager, Human Development

### Division

Sustainable Development Sector and Thematic Division (DST)

### Location

Wellington

### Term of Position

Open Tenure

## About the Ministry

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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 Group

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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

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The Sustainable Development Sector and Thematic Division (DST) provides the sector and thematic expertise, analysis and advice needed to deliver high quality development cooperation. It also manages a range of aid investments on behalf of bilateral and regional Divisions in PDG.

The Division is made up of five business units: Human Development; Governance and Economics; Climate Change and Environment; Infrastructure and Energy; and Agriculture and Tourism.

Across the sector and thematic areas it is responsible for, DST offers two service levels to PDG's Divisions: advisory only; or advisory plus aid delivery. Advisory only services are provided for health, education, governance, private sector, economics, and tourism. DST offers greater support with aid investment design and management for climate change, environment, energy, infrastructure, agriculture, and ICT activities.

The Division also manages a number of Pacific regional activities across all of the sector/thematic areas it supports, and is responsible for developing PDG's policy positions on issues relevant to the sector or thematic areas that it covers.

## About the Position

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This role sits within the Human Development Unit in the DST Division.

Human Development (HD) covers policy and issues relating to education, health and labour mobility. The Pacific region is a priority focus for engagement in these sectors. The work of the HD team contributes to developing human capacity and potential that lets ordinary people make choices for their social and economic well-being.

The key purpose of this role is to provide technical education advice, influence the Ministry's strategy and programming through sector insights, and support policy development. Senior Advisers are also expected to lead complex initiatives in their area of expertise.

### Key Accountabilities

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

## Role Specific

- Advice on the Ministry's support to education and issues that impact on education:
  - support implementation of the Ministry's education portfolio through advisory and technical support
  - gather technical guidance on specific education areas such as formal and informal education sectors, education systems and financing, skills development, labour mobility, qualifications
  - share lessons on education trends and best practice
  - contribute to the future shape and direction of education based on agreed directions and priorities
  - identify connections and lessons across different investments, countries or regions; and
  - identify opportunities to leverage New Zealand's education expertise and capability to support the achievement of 4 year plan objectives.
- For countries where education and human development objectives are identified as priorities, provide advice to Programming teams on where to focus across the range of potential investments and policy interventions.
- Review and comment on new project concepts and designs, including supporting business case development.
- Provide guidance and advice on implementation of existing projects. Identify ways to enhance the outcomes of current investments.
- Contribute to policy development on education issues and directions.
- Represent the Ministry and New Zealand in area of expertise.
- Help to define and deliver the team's work to provide insights on education investments.
- Work with Commercial and PDG Divisions to identify and source the external technical expertise that PDG needs to deliver its work successfully.
- Work with in-house training advisors to design and deliver training on approaches and case studies.
- Collaborate with other sector leads/advisers in DST and the wider PDG, to identify opportunities to promote sustainable economic development through education in the Pacific.
- Mentor and coach other more junior members of staff working in this area.

## Relationship Management

- Collaborate with country teams and 4 Year Plan owners.
- Close engagement with MFAT Posts, MFAT Auckland office, other NZ Inc. agencies to advance MFAT's priorities for education in the Pacific.
- Support implementation of education stakeholder engagement.

## Organisational Responsibilities

- Contribute to the division's delivery of its planned and agreed activity stream to realise its strategic priorities and high level outcomes.
- Demonstrate the organisation's values, goals, policies and procedures in all aspects of work.
- Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework.

- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies and external stakeholders.
- Contribute to the preparation and reporting requirements of the Ministry's accountability documents.
- Understand tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business.
- Contribute to Ministry-wide projects and emergency response situations.
- Support the team in building and maintain a culture of learning and continuous improvement.
- Other responsibilities as may be needed.

### 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.

### 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.

## Qualifications, Experience, Knowledge & Skills

### Qualifications

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- Relevant Post-graduate degree, or an equivalent level of undergraduate degree with relevant professional experience.

## Experience

- Knowledge and Experience as relevant to the role – minimum 5 years of specific sector/thematic expertise at senior adviser level.
- Existing network of contacts in relevant sectors.
- Experience working on education issues in developing countries is desirable but not essential.
- International experience, and experience working across different cultural contexts, is highly desirable.

## Knowledge

- In depth understanding of education and the key opportunities and risks for New Zealand in its investments on education in the Pacific.
- Understanding of the links between education and development outcomes
- Some knowledge and understanding of development issues and trends, particularly in the Pacific desirable.
- Strong understanding of tikanga Māori and Treaty of Waitangi principles.
- Understanding of the Machinery of Government and the Government decision making process.

## Skills

- Strong strategic policy experience and excellent policy development skills.
- Excellent written and verbal communication skills.
- Proven ability to convey complex information logically and concisely.
- Proven ability to apply sector knowledge into practical solutions
- Strong ability to research and analyse issues and advise on appropriate actions.
- Strong ability to plan, organise and monitor tasks at strategic, programme and project level.
- Proven ability to prioritise issues and activities and to delegate work effectively.
- Excellent ability to influence others and get buy in to new ideas.
- Proven ability to coach, share knowledge and work cooperatively within and across teams.
- Strong project management skills, planning and organising skills and the ability to manage a work programme.
- Strong interpersonal skills and empathy, with an ability to work successfully with a diverse range of people internally and externally.
- Strong ability to build, maintain and leverage relationships.
- Strong ability to think strategically and contribute to group decision making.
- Ability to respond to and work effectively in pressure situations.
- A high level of judgement and decision making skills.
- Strong negotiation and facilitation skills.
- Strong qualitative and quantitative analytical skills.
- A customer-service approach to their work.

## Relationships

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

### *Internal*

- Divisional and/or Unit Manager
- Group and division staff

- Other MFAT staff, both onshore and offshore

*External*

- New Zealand private sector and education agencies
- Other government departments and agencies
- International Development Agencies
- Pacific Ministries of Education
- Partner Governments
- Other organisations and individuals as appropriate

## Mandatory Role Requirements

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- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.