POSITION DESCRIPTION

Position Title
Senior Adviser - Scholarships

Reports To
Unit Manager

Division
Global Development and Scholarships Division (GDS)

Group
Pacific and Development Group

Location
Wellington

Date Created
August 2019

About the Ministry
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 Position

This is a fixed term position through to December 2020.

The Ministry supports a range of flexible work options as the default setting for all positions.

Senior Advisers are responsible for providing strong analytical and intellectual scholarships advice and policy leadership. They demonstrate leadership in working through complex and challenging policy issues.

Specifically, the position supports the achievement of the ministry’s strategic priorities and high level outcomes as outlined under the key accountabilities through the design of the New Zealand scholarships programme and its operational policies.

Key Accountabilities

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

- **Role specific**
  - Responsible for the breadth and quality of relevant policy and subject matter research, analysis and design, programme design (including business case input), stakeholder engagement and programme communication as agreed with Unit Manager and/or Programme Manager.
  - Strives to ensure the relevant and contextual implicit understanding and detail is made explicit. Strives to make the complex and inter-dependencies simple, coherent, contextual and ideally visual.
  - Is able to lead and deliver appropriate operational policy to support scholarship product design and enhancement.

- **Leadership**
  - Contribute to the Scholarship Improvement Programme’s delivery of its planned and agreed activity stream to realise its strategic priorities and high level outcomes.
  - Assist in coaching entry level advisers within the Division, fostering high standards in the quality of outputs and ensuring a culture of learning, sharing of experiences and constructively challenging thinking as required.
  - Demonstrate the organisation’s values, goals, policies and procedures in all aspects of work.

- **Policy Development and Delivery**
  - Develop and deliver robust policy advice on the scholarships programme and scholarship products.
  - Provide policy leadership on scholarship product design which advance the Ministry’s objectives.
  - Manage an evolving policy work programme, demonstrating expertise in prioritisation in accordance with the Scholarships Improvement Programme priorities.
  - Complete rigorous peer review of advice to ensure quality and consistency.
  - Encourage an environment where existing assumptions and policy approaches are regularly tested and constructively challenged.
  - Advocate New Zealand scholarship interests and positions across the Ministry. Represent the Ministry in policy discussions, advocacy meetings, and
domestic outreach on scholarships, as required.

- **Relationship Management**
  - Use the Scholarship programme’s map of relationships to influence decision-makers, policy-makers and thinkers to advance the programme’s objectives.
  - Contribute to the review and refresh of the scholarship programme’s network in light of developments in strategic priorities.
  - Develop and maintain relationships with key internal and external stakeholders in order to advance the scholarship programme’s objectives.

- **Ministerial Servicing**
  - Responsible for ensuring any input to the Ministerial and Executive Services Division is given the necessary priority and meets the high standard required.

- **Visits and Events**
  - Responsible for providing policy objectives and identify visit programme targets for scholarships specific visits and events.
  - Escort visitors, and ensure accurate recording, reporting and follow-up of visits and meetings.

- **Organisational Responsibilities**
  - 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.
  - 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.
  - Using the Ministry’s Capability and Leadership Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring.
  - Identify and pursue opportunities to build specialised skills, knowledge and experience aligned with the Ministry’s Strategic Framework.
  - Contribute to Ministry-wide projects and emergency response situations.
  - 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.

- **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, Skills, knowledge & experience
The following are required:

Qualifications
- Relevant post-graduate degree or conjoint/double undergraduate degree.

Skills
- A high level of leadership acumen. This includes:
  o Ability to support the Unit Manager in acting as buddy and coach for policy officers and new staff,
  o Demonstrates the drive and ability to improve own capability. Includes self-awareness and self-improvement focus
  o Shows the drive and resilience to contribute proactively and deliver sustainable high performance
- Ability to think strategically and see linkage between different streams of work.
- Strong written and verbal skills.
- Ability to build, maintain and leverage relationships with key internal and external contacts.
- Strong planning and organising skills.
- Good understanding of tikanga and Treaty of Waitangi principles.
- Competent in Microsoft Office suite of products.
- A good understanding of the Machinery of Government and the Government decision making process.
- Strong qualitative and quantitative analytical skills.
- Ability to work effectively with colleagues within the division.
- Good judgment and decision making skills.
- Responsibilities of this position are expected to change over time as the Scholarships Improvement programme progresses. The incumbent will need flexibility to adapt and develop as the environment evolves.

Experience
A minimum of five years experience in senior policy roles.

Desirable
Experience in the education sector.
Knowledge of business improvement models.

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

Internal
- Divisional and/or unit manager.
- Senior advisors/advisers within division/unit.
- Division staff.
- Other MFAT staff, both onshore and offshore.

External
- Other government departments and agencies.
- Diplomatic missions.
- Scholarship scheme providers.
Delegations
As set out in the Ministry’s Instrument of Delegation.

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