



NEW ZEALAND

FOREIGN AFFAIRS & TRADE **POSITION DESCRIPTION**

Position Title

Health Adviser

Reports To

Unit Manager Human Development

Group

Pacific and Development Group (PDG)

Date Created/Updated

December 2018

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 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

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

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 and thematic areas. 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 and policy advice on health investments. The adviser may also manage health activities.

The Health Adviser will be required to travel periodically including to developing countries. Duties may include any aspects of the role including monitoring, managing relationships and facilitating activity development and delivery.

Key Accountabilities

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

- Contribute to strategy and programme development in health.
- 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.
- Manage a number of aid investments in the health sector.
- Develop policy advice on health sector issues.
- Contribute to the team's work to provide insights on health.
- Work with Commercial and PDG Divisions to identify and source the external technical expertise that PDG needs to deliver its work successfully.

Ministerial & Interdepartmental Support

- Contribute to the provision of Ministerial and inter-departmental support. Including the preparation of briefs, submissions, talking points, and responding to OIA requests, ministerial correspondence and parliamentary questions.

Organisational Responsibilities

- 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.
- Using the Ministry's Capability and Leadership Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring.
- Contribute to Ministry-wide projects and emergency response situations
- Buddy new team members, supporting a culture of learning and sharing of experiences.
- 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

Knowledge and experience as relevant to the role with at least 5 years of health policy and sector experience. Relevant qualification in health.

Skills

- Strong policy development skills
- Excellent written and verbal communication skills
- Proven ability to convey complex information logically and concisely
- Ability to identify risks and plan appropriate mitigation.
- Ability to research and analyse issues and advise on appropriate actions
- Ability to use data systems and on-line search engines.
- Ability to coordinate and manage a range of complex tasks simultaneously.
- Ability to effectively prioritise and organise own workload consistently meeting agreed deadlines.
- Ability to influence others and get buy in to new ideas.
- Proven ability to share knowledge and work cooperatively within and across teams.
- Strong project management, planning and organising skills and the ability to manage projects and a work programme.
- Strong interpersonal skills with an ability to work successfully with a diverse range of people internally and externally.
- Good relationship and contract management skills.
- The ability to respond to and work effectively in pressure situation
- A good level of judgement and decision making skills
- Sound negotiation 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

- Other government departments and agencies
- International Development Agencies
- Partner Governments
- Other organisations and individuals as appropriate

Mandatory Role Requirements

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