



NEW ZEALAND
FOREIGN AFFAIRS & TRADE

POSITION DESCRIPTION

Position Title

Lead Adviser, Partnerships

Reports To

Unit Manager, Partnerships

Group

Pacific and Development Group

Location

Wellington

Date Created

May 2019

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.

About the Group

Pacific and Development Group (PDG) leads an integrated approach to New Zealand's diplomatic and development engagement with Pacific countries. The Group supports New Zealand's extensive interests and close ties in the region, and is responsible for the delivery of the New Zealand Aid Programme in the Pacific and globally.

About the Position

The Partnerships Unit is implementing a major change project in the form of a new approach to partnering with New Zealand non-government organisations (NGOs), concurrently with managing a large, existing portfolio of activities that stretch out multiple years.

The purpose of this role is to provide experienced thought leadership to the Partnerships Unit around the implementation, monitoring, evaluation, review and adaption of the new approach, with a view to helping lead the team to becoming a centre of excellence on New Zealand's development cooperation engagement with New Zealand NGOs and broader civil society.

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

Key Accountabilities

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

Role-specific accountabilities

- Represent the Ministry at a high level at meetings and negotiations.
- Playing a leadership role in negotiated partnerships implementation sub-teams.
- Provide thought leadership and technical expertise to the new approach and programme branches of the unit on the implementation of the new approach, including around designing/delivering outcomes-focused negotiated partnerships; adaptive management; and ensuring effective monitoring, evaluation and reporting systems to enable us to deliver improved impact.
- Oversee annual performance reviews for partners engaged in the new approach, and provide advice on annual plans.
- Facilitate thematic and/or geographic fora on outcomes and lessons learnt both from existing and new commitments.
- Assess impact of New Zealand's NGO investments, especially in the Pacific, and lead efforts to improve them as appropriate.
- Help maximise the benefits of the Ministry's engagement with NGOs, including through our communication strategy.

- Conduct outreach in New Zealand to help MFAT understand and take advantage of opportunities of working with NGOs.
- Mentor activity managers.
- Lead on politically sensitive/high-risk activities as appropriate.
- Manage emerging risk (e.g. safeguarding, child protection)
- Deputise for the Unit Manager, as required.
- Support Pacific emergency responses as required.

Generic accountabilities

- Relationship Management
 - Lead discussions at a senior level with new strategic partners
 - 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 unit'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

Health & 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

- Double degree or post-graduate degree in international development, international relations, political science or an equivalent qualification from a related field; or equivalent level of experience working in a related role.
- International development experience and experience of the work of civil society/NGO is essential.

Skills

- Strong monitoring and evaluation skills
- Strong analytical and conceptual thinking skills
- Ability to convey complex information logically and concisely in both written and oral forms.
- Ability to represent at a high level in meetings.
- Ability to link and connect with others to mutual benefit
- Strong research and analytical skills
- 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.
- Ability to build, maintain and leverage relationships with key internal and external contacts
- Ability to think strategically and contribute to group decision making
- 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

- Significant experience in the public sector or equivalent
- International development experience (in-country an advantage)
- Excellent written and verbal skills

Relationships

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

Internal

- Unit Manager
- Divisional manager
- Division staff
- Other MFAT staff, especially PDG and Aid Posts.

External

- Minister/s
- Other government departments and agencies,
- Senior staff of NGO organisation
- Counterpart representatives of other countries, especially Australia

Delegations

- Yet to be defined.

Mandatory Role Requirements

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