POSITION DESCRIPTION

Position Title
Lead Development Economist

Reports to
Unit Manager, Governance and Economics Unit

Division
Sustainable Development Sector and Thematic Division (DST)

Group
Pacific and Development Group (PDG)

Location
Wellington

Term of Position
Permanent

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, every day, 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.

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

About the Group, Division, and Unit

The 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.

The Sustainable Development Sector and Thematic Division (DST), within PDG, provides expertise, analysis, and advice needed to deliver high quality development cooperation. It also manages a range of aid investments across PDG. DST is made up of five units.

The Governance and Economics Unit, within DST, leads the sectoral and thematic work on these two important sectors. Staff in the Unit provide technical expertise and advice to the rest of PDG and MFAT’s Posts, as well as lead their own sector-specific workstreams.

About the Position

- The Lead Development Economist is the most senior thought leader on development economics issues in the Ministry of Foreign Affairs and Trade.
- This position will be focused on a range of important economic issues that are of high relevance to MFAT’s Pacific and Development Group and the New Zealand Aid Programme.
- You will have deep expertise as an applied Economist – with a particular focus on development economics, macroeconomics and international economics – and use that expertise to provide top-class analysis and insights across the Ministry and with our external partners.
- You will build the technical capability of the other economic advisers in the team, to ensure that the team is able to provide quality economic advice to a range of important internal and external stakeholders.
- The role will involve thought leadership across three broad workstreams:
  - Leading policy-relevant economic engagement with internal MFAT teams and overseas Posts, particularly relating to Pacific countries and Pacific regional issues but also covering priority issues beyond the Pacific;
  - Developing technical economic advice and analysis on cross-cutting issues of relevance to MFAT’s development economics work, for example public financial management, debt sustainability, tax policy, disaster risk finance, remittances, development finance, and other emerging issues; and
  - Ensuring that the team’s portfolio of Aid Programme investments in the economics space is generating maximum impact.
- Your combination of technical expertise and ‘soft skills’ will be used to influence a wide range of important stakeholders, including MFAT senior management, Ministers and senior officials from other New Zealand agencies, Ministers and senior officials from partner governments, and senior leaders of international institutions such as the IMF and multilateral development banks.
- This role requires relatively frequent overseas travel, particularly to the Pacific.
**Key Accountabilities**

The following key accountabilities\(^1\) of this role assist in delivering the Ministry’s purpose:

**Role specific**
- Provide high quality economics advice on priority development economic issues to a range of important internal and external stakeholders.
- Build the technical capability of the wider economics team.
- Quality assure the work of the wider economics team and provide strategic thought leadership to ensure that the team is working on important and valuable issues.
- Provide direct economics engagement to partner governments and other institutions, including through travelling to those locations to work collaboratively with them.
- Ensure that the portfolio of Aid Programme activities is effectively managed across the team, and that we are maximising the benefits from those investments.

**Leadership**
- Contribute to the unit’s and the division’s delivery of its planned and agreed activity stream to realise its strategic priorities and high level outcomes
- Coach and mentor other economics staff within the division, providing constructive feedback, fostering high standards in the quality of outputs and ensuring a culture of learning, sharing of experiences and constructively challenging thinking as required
- Deputise for the Unit Manager as required.
- Demonstrate the organisation’s values, goals, policies and procedures in all aspects of work

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

**Policy Development and Delivery**
- Develop and deliver robust policy advice through leading or working on complex multi sector issues with significant sensitivity and risk; identify and recommend processes for resolving problems
- Provide policy leadership within the division on projects which advance the division’s objectives
- Manage a varied and substantive policy work programme, demonstrating expertise in policy prioritisation in accordance with the Ministry’s strategic 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 interests and positions to other governments and New Zealand government agencies and report on outcomes
- Represent the Ministry in policy discussions, advocacy meetings, and domestic outreach, as required
- Take part in or lead New Zealand delegations for bilateral, regional and international meetings and negotiations

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\(^1\) Note: This position will from time to time be delegated broader divisional activities/responsibilities by the Divisional Manager as matters/changes come to hand.
Ministerial Servicing
• Ensure input to the Executive Services Division is given the necessary priority and meets the high standard required

Visits and Events
• Provide input to the Visits and Event Logistics Unit to provide policy objectives and identify visit programme targets for high level visits and events
• Escort high level 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
• 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
• 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 & 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

The following are required:

Qualifications
- Post-graduate degree in Development Economics or an equivalent qualification from a related field; or equivalent level of experience working in an economics-focused role.

Experience
- Deep experience of being an applied Economist, using technical economics capability within a policy-relevant context.
- Ideally, substantial experience of working in an international development context, or at least in an international context.
- Demonstrated ability to collaborate with and influence a range of senior stakeholders in an international environment.

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 Equal Employment Opportunity issues.
- Ability to work with people from other cultures.
- The ability to facilitate complex tasks in a multi-disciplinary environment.

Relationships

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

Internal
- Deputy Secretary
- Unit Manager and Divisional Manager
- Senior advisors/advisers within division/unit
- Division staff
- Other MFAT staff, both onshore and offshore

External
- Minister of Foreign Affairs
- Other government departments and agencies
- Partner governments in the Pacific and beyond
- Regional and international institutions

Mandatory Role Requirements
- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.
- You must hold New Zealand citizenship, or be (or be eligible to be) a New Zealand permanent resident, at the time of applying for the role.