

## Position Description

### Position Title

Project Manager, Visits Events and Logistics Unit (VELU)

### Division

Protocol

### Group

Multilateral and Legal Affairs Group (MLG)

### Location

Wellington

### Reports to

Unit Manager

### Last Review Date

May 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, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government's international priorities and 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
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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.

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## **About the Division**

The Protocol Division enables New Zealand's diplomatic engagement. It implements the Vienna Conventions on Diplomatic and Consular Relations, manages diplomatic and consular immunity on and offshore, delivers the logistics for our most ambitious leadership diplomacy, coordinates Guest of Government visits, and leads the foreign policy response to a New Zealand civil defence emergency.

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## **About the Position**

The Project Manager - Visits and Events is responsible for effective delivery of all logistical aspects of a portfolio of major inward and outward visits and events for which the Ministry has responsibility. This could include large/complex events hosted by New Zealand or New Zealand leadership diplomacy offshore. The Project Manager Visits and Events work closely with Ministers' offices and DPMC, Visits and Ceremonial Office, Divisions including staff across the Ministry and with an external events management service provider to undertake this programme of work.

## **Relationships**

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

### Internal (within MFAT)

- Chief of Protocol and Unit Manager VELU
- Divisions/Posts
- COD and CLU
- All business units within the Ministry

### External (outside MFAT)

- DPMC and Ministers' Offices
- Visits and Ceremonial Office (DIA)
- Other government departments and agencies (e.g. Police, Defence, MCH, Government House)
- Diplomatic missions in New Zealand and offshore
- Business, academia, regional and international institutions, Māori and the wider New Zealand community
- Events management service provider
- Hospitality industry
- Conference venues throughout New Zealand

## Key accountabilities

The following key accountabilities of this role assist in delivering the Ministry's vision and mission.

### Visits and Events - Advice and Management

- Plan and support logistical demands arising from NZ hosting/ participating in international trade or foreign policy events/forums/conferences (e.g. Pacific Alliance, RCEP, APEC, EAS, Trade for All roadshow )
- Advise and collaborate with Division/Post's overall project manager/task force lead to deliver logistical aspects of their event, summit, trade negotiations round or visit programme
- Prepare and manage end to end logistical project phases (event/visit brief, workstreams, milestones, budget, visit itineraries and programmes), and deliver the projects to scope, on time and within budget
- Advise and design logistical and experiential aspects of Divisions/Posts visits to ensure their foreign policy objectives and outcomes are met/exceeded
- On the ground logistical lead for significant MFAT events off-shore and where Posts require hands on support for hosting conferences/ visiting trade missions
- Guest of Government (GOG) visits - MFAT coordinator for VCO and Police in relation to Divisions' work on GoGs including advice on GOG/PGOG/FGOG eligibility and cover; programme and logistics; VCO estimated costs; and submission to Ministers for approval.
- Non-GOG visits and MFAT bilateral programmes - MFAT's coordinator in relation to the logistical/stakeholder management of NZ Inc agencies relationships (VCO, GH, PMO, Ministers' Offices, Police and Defence) to collectively and collaboratively plan, implement and support logistical aspects of relevant PM, Ministerial and VIP visits
- MFAT lead for project management of the logistics and deployment of RNZAF assets for PM, Ministerial and trade mission outward visits
- Source and manage external venue, accommodation, event management and catering providers for projects allocated to VELU, including managing the procurement processes of those arrangements (quote/tender, contract drafting, negotiation and review by COD and CLU).
- In conjunction with HRG, advise Divisions/Posts on health and safety for visits/events, and prepare Health and Safety plans and risk registers for events hosted and organised by MFAT
- Advise and assist Divisions/Posts on their OVF applications, submit their applications to the Chief of Protocol for approval, and manage the overall OVF fund
- Develop and refine, in conjunction with other VELU staff, improved logistical and event project management tools, processes and documentation, including preparation and delivery of regular project reports, to improve effective project management. Deliver other ongoing VELU commitments (baseline work) to achieve PRD goals.

### Relationship Management

- 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
- Develop and maintain relationships with senior members of the Diplomatic Corps in order to ensure New Zealand meets its obligations pursuant to the Vienna Convention

- Develop and maintain relationships with the Governor-General's office, PMO, Ministers' Office, VCO, Defence – particularly RNZAF, Customs, and be the first point of contact for these agencies to engage with MFAT on logistical aspects of a visit/event.
- Work closely with the relevant Divisions when planning and undertaking visits and events
- Develop and maintain an effective working relationship with service providers
- Ensure that the unit's network is regularly reviewed and refreshed in light of developments in strategic priorities
- Seek feedback from the relevant Divisions on the success of particular visits and events

#### 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
- Contribute to Ministry-wide projects and emergency response situations
- Using the Ministry's Capability and Leadership Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring
- 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
- Be aware of and adhere to the Ministry's Health and Safety policies and procedures
  - Understanding of Government and the Public Service
- Understand the Machinery of Government, including the Ministry's relationship with Ministers and other government agencies
  - 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

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#### 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.
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- 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.

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### **Qualifications, skills, Knowledge and experience**

You must have the following qualifications, skills and experience:

- A relevant tertiary qualification is preferred, or equivalent experience
- Experience in visits and event management in either Government or private sector
- Experience managing external service providers and suppliers
- Strong attention to detail
- Sound written and verbal skills
- Strong focus on providing high quality professional service
- Understanding of project structure and management of projects
- Ability to anticipate issues and problems and think of creative solutions
- Ability to maintain a calm and professional attitude in all situations
- Ability to build, maintain and leverage relationships with internal and external peers/contacts
- Strong planning organisational logistical skills
- Sound understanding of tikanga and Treaty of Waitangi principles
- Competent in Microsoft Office suite of products
- An understanding of the machinery of Government and the Government decision making process
- Ability to work effectively with colleagues within the Division
- Sound judgment and decision making skills

### **Additional Comments**

You must also:

- Hold New Zealand citizenship
- Be able to obtain and maintain an appropriate New Zealand Government security clearance