POSITION DESCRIPTION

Position Title
Policy Adviser (Foreign Policy)

Reports To
Deputy Head of Mission Sweden

Group
Europe, Middle East, Africa and Australia Group

Date Created/Updated
October 2018

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

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 Embassy

The Embassy represents the New Zealand Government to the highest standards of professional excellence in diplomacy, trade negotiations, international development and consular services. This is done by building connections with Sweden and other accredited countries (when applicable) that enable the New Zealand Government to achieve more than they could alone.

The Embassy takes a distinctively New Zealand approach, reflecting New Zealand’s diversity and heritage. Our values are professionalism, leadership, respect, collaboration and innovation.

About the Position

The Policy Adviser is responsible for contributing to the advancement of New Zealand’s interests by supporting the Post’s engagement with government officials, local contacts, non-governmental organisation, and the business sector. This includes building relationships with key stakeholders, conducting research and analysis and preparing reports, briefings and other documentation, as well as providing support to relevant visits and events. The position will also provide occasional back up and support on internal policy issues of interest.

Key Accountabilities

The position has the following key accountabilities:

Policy Development and Delivery

- Provide support to the Head of Mission and Deputy, in monitoring, analysing and reporting on; foreign policy developments in Sweden and their implications for New Zealand, for example in Europe, Asia and the Middle East; trade and economic trends including market access and market development issues as they impact on New Zealand exporters; social policy trends where there is relevance for New Zealand’s interests; and areas of focus relating to climate change and New Zealand’s environmental interests.
- Monitor press and other media sources to stay informed on current events and developments relevant to the bilateral relationship.
- Support seconded staff and official visitors as required on official calls, including preparing briefing for meetings.

Relationship Management

- Cultivate an excellent network of contacts across policy areas of responsibility to inform and promote New Zealand’s interests in Sweden.
- Liaise regularly with counterparts in other missions and other New Zealand Government departments and agencies.

Visits and Events

- Provide policy input into arrangements for official and Post visits to/from New Zealand and to/from Sweden; and support planning and arrangements for visit, representational functions and events.
Organisational Responsibilities

- Ensure all Post policies and procedures are adhered to.
- Be aware of and adhere to the Health and Safety policies and procedures.
- Contribute to Post-wide projects and emergency response situations.

Knowledge Management

- Contribute to the continuous development of the Post’s knowledge base by using the Post’s internal systems, sharing information and data with relevant internal stakeholders.
- Provide translations on an ‘as required’ basis.

Security

- Be familiar with the Post Security Instructions and adhere to these at all times.

Qualifications, Skills, knowledge & experience

You must have the following qualifications, skills and experience:

- Post graduate tertiary qualification
- Experience in developing policy advice
- Good research and information data analysis skills
- Ability to think critically and analytically, to anticipate issues and problems, and think of creative and effective solutions
- Excellent written oral and communication skills
- Experience in translating official documents – Swedish to English
- Ability to build and maintain effective relationships
- Ability to contribute to and work within a team
- Competence in Microsoft Office Suite, including strong skills in Outlook, Word and Excel
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure
- Strong customer focus, with the ability to communicate effectively with a range of people
- Strong achievement/delivery focus – high standards including accuracy and attention to detail
- Ability to work autonomously and within guidelines, demonstrating the use of sound judgement
- Personal integrity and an honest and ethical approach

Relationships

The position is required to build and maintain the following relationships:
**Internal (within Embassy)**
- Head of Mission/Ambassador
- Other staff

**External (outside Embassy)**
- NZ Ministry of Foreign Affairs and Trade (MFAT)
- New Zealand government departments & agencies
- Swedish Government departments & agencies
- Private Sector
- Non-government organisations
- Academic institutions
- International organisations
- Business contacts

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**Additional comments**

The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description and such other duties reasonably within their experience and capabilities as may be required from time to time.

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**Delegations**

The position has no financial delegations. Any commitment of Embassy funds needs to be pre-approved by the Administration Manager; the Deputy Head of Mission or the Ambassador (as appropriate).