Position Description

Position Title
Senior Adviser, Pacific Ocean and Fisheries

Reports To
Unit Manager, Pacific Ocean and Fisheries Team

Division
Pacific Regional Division
Pacific and Development Group

Location
Wellington

Term of Position
Open Tenure

Date Created/Updated
November 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:

- **Kaitiakitanga**: Generations of New Zealanders benefit from sustainable solutions to global and regional challenges
- **Security**: New Zealanders are able to live, do business, travel and communicate more safely at home and offshore
- **Prosperity**: New Zealanders have better job opportunities and incomes from trade, investment and other international connections
- **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
Pacific Regional Division (PACREG) is responsible for generating and promoting regional solutions to the major challenges facing the Pacific Islands region. We discharge this responsibility by leading Pacific regional policy and strategy development across MFAT’s Pacific Branch and the wider New Zealand Government; and by driving influential, effective and collaborative engagement and activity with and through Pacific regional organisations. As a division which tracks and influences developments right across the Pacific Islands region and coordinates New Zealand’s Pacific Reset, PACREG plays an important role as a thought leader and connector for Pacific Branch and the broader Pacific & Development Group (PDG). PACREG has a key role in providing strategic leadership to support a cohesive approach across PDG’s bilateral and sectoral programmes.

About the Position
The Senior Adviser - Pacific Ocean and Fisheries provides technical and strategic advice in the Pacific Ocean and Pacific fisheries sectors for PDG, the wider Ministry and the Minister.

The Senior Adviser – Pacific Ocean and Fisheries will:

- Work with Pacific national and regional agencies on Pacific oceans initiatives identified as priority issues by the region
- Help build the capacity of Pacific agencies to sustainably manage their fisheries, enhance economic benefits and reduce illegal, unreported and unregulated fishing in their national waters
- Be expected to travel periodically including to developing countries.

Key Accountabilities
The following key accountabilities of this role assist in delivering the Ministry’s purpose:

Role Specific

- Strategic and policy advice on the Ministry’s support to Pacific oceans related issues:
  - advise on future shape and direction of the regional oceans programme;
  - identify connections and lessons across different investments, countries or regions; and
  - identify opportunities to leverage New Zealand’s expertise and capability to help support the Pacific fisheries and oceans programme of work, including with relevant New Zealand Inc agencies.
- For countries where oceans governance and/or fisheries is an identified priority for the Ministry, provide advice to bilateral PDG divisions on where to focus across the range of potential investments and policy interventions.
- Review and comment on new project concepts and designs, including leading on or supporting business case development.
• Provide guidance and advice on implementation of existing projects. Identify ways to enhance the outcomes of current investments.

• Identify policy priorities for Pacific oceans and fisheries and develop policy advice in areas of responsibility.

• Represent the Ministry and New Zealand in areas of responsibility, including at international meetings.

• Help to define and deliver the team’s work to provide insights on Pacific fisheries and regional oceans policy.

• Manage a small number of more complex or relationship focused development investments.

• Work with Commercial and PDG Divisions to identify and source the external technical expertise that PDG needs to deliver its work successfully.

• Mentor and coach other more junior members of staff working in this area.

Financial & Contract Management

• Management and prioritisation of Crown expenditure in the areas of responsibility, consistent with the Ministry’s financial management policies and procedures, and applicable delegations.

• Identification of opportunities for efficiencies.

• Management of staff and contracts for service consistent with Ministry policies and processes, and applicable delegations.

• Delivery of divisional reporting requirements.

Leadership

• Contribute to the division’s delivery of its planned and agreed development investments to realise its strategic priorities and high level outcomes.

• Demonstrate the organisation’s values, goals, policies and procedures in all aspects of work.

• Mentor new members of the team supporting a culture of learning and sharing of experiences.

Relationship Management

• Develop and maintain a range of relationships and networks across sector area and other Development agencies, to promote coordination, influence others and to create new and innovative approaches for working with others.

• Contribute to the alignment of programmes and activities across PDG, promoting and fostering cooperation and collaboration.

• Proactively identify opportunities for sharing information and learning.

• Actively seek external input and advice.

• Build and maintain relationships within MFAT, promoting and fostering collaboration between teams in the Division, PDG and the wider Ministry.

Ministerial Servicing

• Prepare complex briefing papers and represent the Ministry at ministerial and inter-departmental discussions.

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 to 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.
- Using the Ministry’s Capability Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring.
- Actively lead and promote Ministry health and safety policies and procedures.
- 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.

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**Qualifications, Experience, Knowledge & Skills**

**Qualifications**

- Relevant tertiary qualification
  - A post-graduate degree or conjoint/double undergraduate degree is desirable.

**Experience**

- A minimum of five years of experience working on oceans policy related issues.
- Experience and understanding of coastal fisheries and aquaculture in the Pacific.
- Experience working in an international context and a sound understanding of development issues and practice.
- Experience understanding and delivering results through effective project management.
- Proven experience developing strategies and initiatives that are well founded, technically sound, practical and appropriate.
- Proven ability to see beyond the immediate issues and comprehend the ‘big picture’ so that opportunities are identified and risks properly assessed.

**Knowledge**

- Knowledge and understanding of Pacific development issues and trends.
• Strong understanding of tikanga and Treaty of Waitangi principles.
• Understanding of the Machinery of Government and the Government decision making process.
• Experience working in the Pacific and with Pacific partners.

Skills
• Strong strategic policy experience and excellent policy development skills.
• Excellent written and verbal communication skills.
• Proven ability to convey complex information logically and concisely.
• Strong ability to research and analyse issues and advise on appropriate actions.
• Strong ability to plan, organise and monitor tasks at strategic, programme and project level.
• Proven ability to prioritise issues and activities.
• Excellent ability to influence others and get buy in to new ideas.
• Proven ability to coach, share knowledge and work cooperatively within and across teams.
• Strong project management skills, planning and organising skills and the ability to manage a work programme.
• Strong interpersonal skills with an ability to work successfully with a diverse range of people internally and externally.
• Strong ability to build, maintain and leverage relationships.
• Ability to respond to and work effectively in pressure situation.
• A high level of judgement and decision making skills.
• Strong negotiation and facilitation skills.

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

Internal (within MFAT)
• Deputy Secretary PDG
• Divisional Manager
• Group and Division staff
• Other MFAT staff, both onshore and offshore

External (outside MFAT)
• Other government departments and agencies
• Partner governments (with a Pacific focus) and their diplomatic missions
• Relevant regional and/or multilateral organisations operating within the Oceans and Fisheries sector

Additional Comments
You must also:
• Be able to obtain and maintain an appropriate New Zealand Government security clearance