Position Description

Position Title
Senior Adviser – Labour Mobility, Pacific Development Group (PDG)

Reports to
Unit Manager, Human Development

Division
Sustainable Development Sector and Thematic Division (DST)

Location
Wellington

Term of Position
Open Tenure

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, 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**

The Sustainable Development Sector and Thematic Division (DST) provides the sector and thematic expertise, analysis and advice needed to deliver high quality development cooperation. It also manages a range of aid investments on behalf of bilateral and regional Divisions in PDG.

The Division is made up of five business units: Human Development; Governance and Economics; Climate Change and Environment; Infrastructure and Energy; and Agriculture and Tourism.

Across the sector and thematic areas it is responsible for, DST offers two service levels to PDG’s Divisions: advisory only; or advisory plus aid delivery. Advisory only services are provided for health, education, governance, private sector, economics, and tourism. DST offers greater support with aid investment design and management for climate change, environment, energy, infrastructure, agriculture, and ICT activities.

The Division also manages a number of Pacific regional activities across all of the sector/thematic areas it supports, and is responsible for developing PDG’s policy positions on issues relevant to the sector or thematic areas that it covers.

**About the Position**

The Ministry supports a range of flexible work options as the default setting for all positions. This role sits within the Human Development Unit in the DST Division.

Human Development (HD) covers policy and issues relating to education, health and labour mobility. The Pacific region is a priority focus for engagement in these areas. The work of the HD team contributes to developing human capacity and potential that lets ordinary people make choices for their social and economic well-being.

The key purpose of this role is to provide technical advice, influence the Ministry’s strategy and programming through sector insights, and develop policy advice for
labour mobility and human capacity development. Senior Advisers are also expected to lead complex initiatives in their area of expertise.

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

**Role Specific**
- Strategic advice on the Ministry’s support to labour mobility and human capacity development:
  - keep an overview of the Ministry’s portfolio of activities in labour mobility
  - gather technical guidance on specific areas such as employment, enterprises development, social protection, international labour standards, and promulgate and/or reflect in advisory services
  - advise on future shape and direction of the portfolio
  - identify connections and lessons across different investments, countries or regions; and identify opportunities to leverage New Zealand’s expertise and capability to help support labour mobility and human capacity development, including with relevant New Zealand Inc agencies.

- For each country where labour mobility and human capacity development are identified as priorities for the Ministry, provide advice to Programming Divisions on where to focus across the range of potential investments and policy interventions.
- Review and comment on new project concepts and designs, including 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 labour mobility and human capacity development and develop policy advice in area of responsibility.
- Represent the Ministry and New Zealand in area of expertise.
- Help to define and deliver the team’s work to provide insights on labour mobility and human capacity development.
- Manage a small number of more complex or relationship focused aid investments.
- Work with Commercial and PDG Divisions to identify and source the external technical expertise that PDG needs to deliver its work successfully.
- Work with in-house training advisors to design and deliver training on approaches and case studies.
- Collaborate with other sector leads/advisers in DST and the wider PDG, to identify opportunities to promote sustainable economic development in the Pacific.
- Mentor and coach other more junior members of staff working in this area.

**Relationship Management**
- Collaborate with country teams and 4 Year Plan owners.
- Close engagement with MFAT Posts, MFAT Auckland office, other NZ Inc. agencies to advance MFAT’s priorities for labour mobility in the Pacific.
• In collaboration with relevant divisions, develop a targeted outreach programme for MFAT’s labour mobility portfolio.
• Engage with New Zealand stakeholders to identify opportunities for collaboration.

**Organisational Responsibilities**
• Contribute to the division’s delivery of its planned and agreed activity stream to realise its strategic priorities and high level outcomes.
• Demonstrate the organisation’s values, goals, policies and procedures in all aspects of work.
• 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.
• Support the team in building and maintain a culture of learning and continuous improvement.
• Other responsibilities as may be needed.

**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 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.

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

Qualifications
• Relevant Post-graduate degree, or an equivalent level of undergraduate degree with relevant professional experience.

Experience
• Knowledge and Experience as relevant to the role – minimum 5 years of specific sector/thematic expertise at senior adviser level.
• Existing network of contacts in relevant sectors.
• Experience working on labour market issues in developing countries is desirable but not essential.
• International experience, and experience working across different cultural contexts, is highly desirable.

Knowledge
• In depth understanding of the labour markets and the key opportunities and risks for New Zealand in its investments on labour mobility in the Pacific.
• Understanding of the links between labour markets and development outcomes
• Some knowledge and understanding of development issues and trends, particularly in the Pacific desirable.
• Strong understanding of tikanga and Treaty of Waitangi principles.
• Understanding of the Machinery of Government and the Government decision making process.

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 and to delegate work effectively.
• 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 and empathy, with an ability to work successfully with a diverse range of people internally and externally.
• Strong ability to build, maintain and leverage relationships.
• Strong ability to think strategically and contribute to group decision making.
• Ability to respond to and work effectively in pressure situation.
• A high level of judgement and decision making skills.
• Strong negotiation and facilitation skills.
• Strong qualitative and quantitative analytical skills.
• A customer-service approach to their work.

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

Internal
• Divisional and/or Unit Manager
• Group and division staff
• Other MFAT staff, both onshore and offshore

External
• New Zealand and international private sector
• Other government departments and agencies
• International Development Agencies
• Pacific labour/economic development agencies
• Partner Governments
• Other organisations and individuals as appropriate

Mandatory Role Requirements
• You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.