Position Title
Tariff Analyst / Trade Adviser (Specialist)

Reports to
Unit Manager, Agriculture and Goods

Division
Trade Negotiations Division

Group
Trade and Economic Group

Location
Wellington

Date Created/Updated
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 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

The Trade Negotiations Division (TND) leads the negotiation of New Zealand’s bilateral and regional Free Trade Agreements, and manages the implementation of those agreements once they are concluded and in force. TND also leads New Zealand’s engagement with the World Trade Organisation, and provides input into involvement with other international economic organisations, including the OECD. TND provides technical advice, with Legal Division, on the consistency of domestic policy with New Zealand’s legal obligations resulting from our WTO and FTA commitments, and on market access issues impacting New Zealand exporters of goods and services.

About the Position

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

The Tariff Analyst is responsible for providing high quality technical and policy expertise in the area of tariffs, and non-tariff measures, in support of New Zealand’s trade policy and trade negotiating activities. This position supports the achievement of TND’s strategic priorities and high level outcomes as outlined under the key accountabilities.

Key Accountabilities

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

Role specific

- Contribute to the development of the Ministry’s policy outputs as they relate to goods and agriculture trade policy
- Work with a senior negotiator on agriculture/goods in contributing to the development and coordination of whole of government negotiating positions on goods and agriculture trade policy and implementation issues
- Provide robust, accurate and timely data analysis to inform New Zealand’s participation in trade negotiations.
- Contribute to policy advice that protects and advances New Zealand’s rights and interests in relation to the WTO and specialist agencies
- Use relevant trade rules to advance and protect access to foreign markets for goods on a bilateral basis in close coordination with bilateral divisions
- Monitor and provide analysis on new domestic policy and regulatory initiatives to ensure they are consistent with and support New Zealand’s international trade obligations
- Monitor and provide analysis on developments in international policy and regulatory initiatives to ensure that New Zealand’s interests are not put at risk

Leadership

- 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
• Buddy new members of the team supporting a culture of learning and sharing of experiences
• Peer review drafts prepared by other advisers in the unit

Relationship Management
• Develop and maintain key relationships both internally and in order to advance the division’s objectives

Policy Development and Delivery
• Gather information, analyse and report on multiple issues relevant to New Zealand interests, including providing recommended courses of action
• Produce drafts of evidence based policy advice, analysis and briefing, including formal messages, briefs, submissions, Cabinet papers and speech notes
• Advocate New Zealand interests and positions to other governments and New Zealand government agencies and report on outcomes. This may include representing the Ministry in policy discussions, advocacy meetings, negotiations and domestic outreach as required
• Take part in New Zealand delegations for bilateral, regional and international meetings and negotiations

Ministerial Servicing
• Ensure input to the Executive Services Division is given the necessary priority and meets the high standard required

Visits and Events
• Work with the Visits and Event Logistics Unit to provide policy objectives and identify visit programme targets for high level visits and events.
• Assist with the escorting of visitors, taking notes, recording and reporting outcomes of visits and meetings and ensuring follow-up actions agreed with managers and post

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
• 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
• Be aware of and adhere to the Ministry’s Health and Safety policies and procedures
• All other duties as requested by the employer

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.

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

- Relevant tertiary degree.

Skills

- Strong qualitative and quantitative analytical skills.
- Strong tariff analysis skills, including sound knowledge of Excel and other spreadsheets, and the ability to use IT tools for effective analysis of data and negotiating positions.
- Ability to advocate and persuade.
- Ability to research and analyse issues and develop appropriate recommendations.
- Sound written and verbal skills.
- Ability to build, maintain and leverage relationships with internal and external peers/contacts.
- Sound planning and organizing skills.
- Ability to work effectively with colleagues within the division.
- Sound judgment and decision making skills.

Experience

- Understanding of New Zealand’s trade and economic policy priorities and interests.
- Some experience in the development of trade policy either on a bilateral basis or in technical areas of trade policy.
- Interest in policy and trade rules as they relate to goods and agriculture.
- Experience contributing to providing foreign policy advice.
- Sound understanding of tikanga and Treaty of Waitangi principles.
• An understanding of the machinery of Government and the Government decision making process

**Relationships**

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

**Internal**
- Divisional and Unit manager
- Unit staff
- Division staff
- Other MFAT staff, both onshore and offshore

**External**
- Other government departments and agencies
- Diplomatic missions
- Counterpart government representatives
- Business, academia, regional and international institutions and Māori

**Mandatory Role Requirements**
- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.
- You must hold New Zealand citizenship.