



NEW ZEALAND
FOREIGN AFFAIRS & TRADE

POSITION DESCRIPTION

Position Title

Policy Adviser

Reports To

Deputy Head of Mission

Post

New Zealand Embassy Warsaw

Group

Europe, Middle East and Africa, and Australia Group (EMA)

Date Created/Updated

October 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:

- 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, every day, 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 Europe, Middle East and Africa, and Australia Group is the group in the Ministry that formulates and delivers policy, in conjunction with a network of posts, for New Zealand's relations with countries in those regions.

About the Post

The Post 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 the host Country, and accreditations, that enable the New Zealand Government to achieve more than it could alone.

The Post takes a distinctively New Zealand approach, reflecting New Zealand's diversity and heritage.

The Post is currently accredited to Poland, Ukraine, Georgia, Lithuania, Latvia and Estonia.

About the Position

The Policy Adviser is responsible for contributing to the advancement of New Zealand's foreign policy and trade interests by supporting Embassy engagement with government officials, local contacts and the business sector. This includes conducting research and analysis; preparing reports and briefings as required; preparing programmes for visiting ministers and officials; and building the Post's contact network.

Key Accountabilities

The position has the following key accountabilities:

Policy Advice and Delivery

In close coordination with the Ambassador or Deputy Head of Mission:

- Research, identify key political/social, trade/economic, defence/security issues and emerging trends and the implications for New Zealand.
- Identify new economic and political trends in accredited countries and provide timely advice.

- Prepare draft reports on trends and developments of interest/relevance to New Zealand and make considered recommendations as required.
- Draft Embassy correspondence including formal communications with the host country and accreditations as required.
- Ensure compliance with MFAT standards for written material, procedures and reports.
- Monitor, analyse and summarise media sources and websites on key issues of relevance and interest to the New Zealand Government and the bilateral relationships.
- Effectively use and contribute to the post's map of relationships that matter: decision-makers, policy-makers, thinkers and influencers.
- Support the Ambassador and/or Deputy Head of Mission as required on official calls and travel, including preparing briefings and background material for meetings, and notetaking.
- Represent the Embassy at meetings and events as required.
- Monitor press and other media sources for information on current events and developments relevant to the bilateral relationships.
- Respond to general policy and or trade-related enquiries from the public and from accredited government agencies.

Visits and Events

In consultation with the Ambassador and/ or Deputy Head of Mission:

- Develop visit and event objectives as required, detail desired programme elements, prepare participant and guests lists, specify protocols required during the visit and analyse security needs.
- Manage the coordination, facilitation and administration of programmes for visits, functions and other events, including coordination of contributors as required.
- Manage logistical aspects of official visits and events.

Communications and Public Diplomacy

- Coordinate key public diplomacy events and support other Embassy staff in carrying out the range of public diplomacy tasks.
- Contribute to the development and implementation of the Embassy's communications and public diplomacy plans (including appropriate use of social media) and assist in their implementation with the objective of raising New Zealand's profile and broadening a New Zealand constituency.
- Assist in identifying, developing, organising and undertaking constituency-building liaison, public diplomacy and profile-raising events and functions that promote New Zealand's interests.

- As required to maintain or advance New Zealand's interests, develop and maintain contacts with appropriate in-country Government agencies, trade and business organisations, relevant research/academic institutions, media and other organisations of interest.
- Liaise regularly with counterparts in other missions and other New Zealand Government departments and agencies.
- Be a point of contact for media enquiries and maintain existing media contacts by effectively networking and facilitating enquires where possible.
- Identify and agree with Ambassador and/ or Deputy Head of Mission potential contacts who may advise or inform New Zealand policy priorities.

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 as required.

Translation and Interpretation Services

- Provide accurate and timely two-way translation services for general and official correspondence, documents, media and other publications as required.
- Provide accurate interpretation services at official meetings and functions involving Ambassador, Ministers and officials or arrange external providers as required.

Consular and Legal/Notarial Services

- Provide support for Consular work and Notarial Services as required.

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.
- Ensure that relevant documents are scanned and/or saved for electronical filing.

Security

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

Other

- Undertake general administration and team support as required, including front desk reception duties.
- Cover other team duties during periods of absence.

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, Skills, knowledge & experience

You must have the following qualifications, skills and experience:

- Post-graduate tertiary qualification
- Experience in developing policy advice
- Ability to think critically and analytically
- Good research and information data analysis skills
- Extensive experience conducting research using sound methodologies and approaches, and writing concise, focused reports
- Sound knowledge and awareness of the political and economic systems of the Embassy's accreditations
- Ability to anticipate issues and problems and think of creative and effective solutions
- Demonstrated ability to contribute to and work within a team
- Excellent written oral and communication skills (in both English and Polish)

- Demonstrated ability to build and maintain effective relationships
 - Competent 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
 - Possess a strong achievement/delivery focus – sets high standards including accuracy and attention to detail
 - Ability to work autonomously and within guidelines, demonstrating the use of sound judgement
 - Display personal integrity and an honest and ethical approach.
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Relationships

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

Internal (within Post)

- Ambassador and Deputy Head of Mission
- Other staff

External (outside Post)

- Foreign Ministry personnel in countries of accreditation
 - Relevant contacts in other host government agencies
 - Peers in other key diplomatic missions
 - Other New Zealand Agencies
 - Business/private sector/NGO/academic/media contacts
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Additional comments

- Ability to obtain and maintain appropriate security clearances.
- A clean driver's licence is highly desirable.
- 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.