

Position Title - Ingoa Tūranga

Policy Adviser

Group - Puni

Europe, Middle East, Africa and Australia Group

Division - Tānga

Brussels Post

Reports to - Menetia

First Secretary

About the Public Service - Mō te Ratonga Tūmatanui

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act 2020 ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act 2020 states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.

About the Ministry - Mō te Manatū

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to build a safer, more prosperous and more sustainable future for New Zealanders. We do this by building connections with and influencing other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to the wellbeing of New Zealanders' 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.

Diversity and Inclusion - Kanorau, Kauawhi

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.

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

About the Post – Tānga

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 that enables the New Zealand Government to achieve more than it could alone. The New Zealand Embassy in Brussels is accredited to the EU, NATO, Belgium, Bulgaria, Luxembourg, Moldova, and Romania.

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

About the Position - Mō te Tūranga

The Policy Adviser is responsible for contributing to the advancement of New Zealand's foreign and economic policy interests by supporting the post's engagement with government officials, local contacts and the academic/think-tank sector. This includes participating in external meetings and events, conducting research and analysis, preparing reports, briefings and other documentation.

Key Accountabilities - Kawenga Matua

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

Policy Advice

- In close coordination with seconded staff, research, monitor, analyse and report on trends, developments, and issues of interest/relevance to New Zealand, with a focus on the EU's and Belgium's foreign, security and economic policies.
- In close coordination with seconded staff, research, identify and engage with key EU and Belgian contacts on political, security and economic issues of interest/relevance to New Zealand.
- Take a leading role in advising seconded staff on the functioning of the EU and Belgian institutions, including processes and politics.
- Take a leading role in managing the Post's engagement with the European Parliament. Advise seconded staff on how and when to engage with key parliamentarians and take charge of organising meetings with MEPs and their staff, providing necessary briefings. Closely follow and report on policy developments across a range of key Committees.
- Cultivate a network of relationships: decision-makers, policy-makers, thinkers and influencers.
- Support seconded staff as required on official calls and travel, including preparing briefing for meetings and attending meetings/conferences on behalf of seconded staff as required.

Visits and Events

- In consultation with seconded staff, develop visit/event objectives, programme elements, participant/guest lists, protocols and security needs (e.g. high level visits for New Zealand Officials and Ministers to Brussels).

Communications and Public Diplomacy

- Contribute to the development of the Embassy's communications and public diplomacy plans and assist in their implementation.
- Assist in identifying, developing, organising and undertaking constituency-building liaison, public diplomacy and profile-raising events and functions that promote New Zealand's interests.
- Develop and maintain contacts with the European Parliament, European Commission, Council of the European Union, Belgium government ministries, relevant research/academic institutions, and other stakeholders.
- Liaise regularly with counterparts in other Embassies and Permanent Representations and other New Zealand Government departments and agencies.
- Implement effectively the Post's information and public affairs programme with the objective of raising New Zealand's profile and broadening EU stakeholder support for New Zealand's interests.
- Help seconded staff identify and engage with potential contacts.

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.

Security

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

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
- 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 Risk Manager
- ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your Manager.

Other

- Undertake driving duties and other relevant duties as required.

Skills, Knowledge and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako

The Policy Adviser will have the following experience, skills and knowledge:

- Postgraduate tertiary qualification as a minimum
- Knowledge of the EU and Belgian institutions and political dynamics
- Experience in research and developing policy advice
- Ability to think critically and analytically, and synthesise a range of inputs
- Good research and information data analysis skills
- Ability to anticipate issues and problems and think of creative and effective solutions
- Demonstrated ability to contribute to and work within a team
- Excellence written oral and communication skills with a focus on policy writing in English
- Knowledge of other EU languages, particularly French and/or Dutch, a distinct advantage
- Knowledge of NATO an advantage.
- Demonstrated ability to build and maintain effective relationships
- 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
- Displays personal integrity and an honest and ethical approach

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.

Relationships - Pātahitanga

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

Internal (within Post):

- Head of Mission / Post
- Other staff at post
- Key staff in Ministry policy divisions

External (outside Post):

- Peers in other key diplomatic missions
- Officials and staff in European Institutions
- Other New Zealand Agencies
- Relevant businesses, think-tanks, NGOs, and academic institutions

Delegations - Whakatautapatanga

- Delegations are set out in the Ministry's Instrument of Delegation. The position has no financial delegations. Any commitment of Embassy funds needs to be pre-approved by the Ambassador; the Deputy Head of Mission or the Administration Manager (as appropriate).

References

- **Ministry's Strategic Intentions 2024-2028**
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>