

Position Description

Position Title - Ingoa Tūranga

Agricultural Partnerships Manager

Group – Puni

Americas and Asia Group (AAG)

Division - Tānga

New Delhi

Reports to - Menetia

Agriculture Counsellor

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 kōunga, 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/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

The Ministry recognises the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where the Ministry's business deliverables require staff to be available during certain hours of the day or for longer periods to meet a temporary surge in work requirements.

About the Position - Mō te Tūranga

The Agricultural Partnerships Manager plays a key role in advancing New Zealand's trade and agricultural interests by fostering deep, strategic, and trusted relationships across government, industry, and civil society. Working closely with the Agriculture Counsellor and Policy Adviser (Agriculture, Trade and Economic), this role enhances New Zealand-India agricultural ties by engaging at a high level, ensuring that these relationships can be effectively leveraged to support the Counsellor's work and broader Post objectives.

Success in this role requires strategic thinking, relationship management, and a collaborative approach, contributing to agricultural cooperation initiatives, market access facilitation, and in-depth research and analysis on trade and agricultural issues. With expertise across multiple sectors, the Manager provides valuable insights and contributes to a well-rounded NZ Inc perspective, strengthening the Post's ability to advance New Zealand's agricultural and trade agenda in India.

Key Accountabilities - Kawenga Matua

Agricultural Cooperation Between India and New Zealand

- Reporting to the Agriculture Counsellor, lead on New Zealand's agricultural cooperation activities, including identifying and progressing new initiatives that strengthen ties between New Zealand and India's primary sectors.
- Be responsible for existing and future cooperation projects, ensuring timely and effective delivery of agreed activities.
- Identify and facilitate opportunities to deepen New Zealand's agricultural engagement with India, working with stakeholders across government and industry both in India and New Zealand.
- Work alongside the Agricultural Counsellor to ensure a cohesive approach to agricultural engagement and, when required, representing New Zealand's agricultural interests in the absence of the Agricultural Counsellor.
- Demonstrate strong political acumen and tactical thinking, ensuring New Zealand's agricultural interests are advanced effectively in a complex policy environment.
- Ability to set, monitor, and report on project budgets to the Agriculture Counsellor up to an amount agreed with the Agriculture Counsellor.

External Relationship Management

- Build and sustain high-trust relationships with key stakeholders, including government officials, private sector leaders, think tanks, and industry bodies.
- Engage proactively to advance policy dialogue and promote robust exchanges on agricultural and trade-related issues.
- Actively raise New Zealand's profile, ensuring its agricultural interests are well understood and advocating for solutions to key issues.
- Confidently step into discussions when required to keep conversations on track, ensuring New Zealand's interests remain at the forefront.
- Provide cultural and strategic advice ahead of key meetings, ensuring New Zealand representatives navigate discussions effectively.

Internal Collaboration and Leadership

- Work closely with the Agricultural Counsellor, Policy Adviser and other team members to ensure strategic alignment across agricultural initiatives.
- Provide leadership and mentoring support to policy advisers on agricultural matters, fostering knowledge-sharing and professional development.
- Support cross-agency collaboration to align agricultural efforts with New Zealand's broader trade and diplomatic objectives in India.

Policy Advice and Reporting

- Conduct research and analysis on key agricultural and trade policy developments, producing insightful reports to support decision-making.
- Maintain a deep understanding of trade policy, proactively identifying potential issues and contributing to their resolution.
- Support seconded staff and officials during meetings, visits, and travel, including drafting briefings, preparing reports, and ensuring effective engagement.

Hosting and Visit Facilitation

- Provide mentorship and guidance to the Policy Adviser, ensuring logistical and administrative aspects of visits are well managed.
- Step in when required to oversee complex or high-profile visits, ensuring seamless coordination and strategic alignment.
- Play a visible and public role in hosting incoming delegations, including leading engagements when appropriate.
- Prepare and deliver comprehensive briefings and reports, ensuring visiting delegations are well-prepared and engagements contribute to long-term relationship building.

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.
- 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.
- Be aware of and adhere to the Ministry's Health and Safety policies and procedures.
- Share in the responsibility for health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents, and incidents.
- 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.

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

The Agricultural Partnerships Manager should be a highly skilled relationship manager, strategic thinker, and agricultural trade specialist with strong diplomatic skills. While not the lead decision-maker, they must be able to operate at a high level, ensuring effective engagement, policy insight, and project coordination in close collaboration with the Agricultural Counsellor.

The Agricultural Partnership Manager and will have the following experience, skills and knowledge:

Skills, Knowledge & Experience**Essential**

- Proven ability to build and maintain high-trust relationships with government officials, industry leaders, and civil society.
- Strong diplomatic and interpersonal skills to engage at a senior level while navigating complex political and policy environments.
- Ability to provide strategic and cultural advice to ensure effective engagement between New Zealand and Indian stakeholders.
- Strong ability to think strategically and tactically to advance New Zealand's agricultural interests in India.
- Sound judgment and political awareness to navigate sensitive issues and influence key decision-makers.
- Strong understanding of agricultural trade policy, market access, and economic cooperation in an international context.

Desirable

- Experience in policy analysis, trade negotiations, or agricultural cooperation projects is highly desirable.
- Ability to conduct research and provide insightful analysis on trade, agriculture, and market trends.
- Experience leading or coordinating projects, high level visits and meetings, ensuring alignment with strategic objectives.
- Ability to mentor and support policy advisers, guiding them on agricultural matters and professional development.
- Effective at working collaboratively across agencies, ensuring a cohesive 'NZ Inc' approach to trade and agriculture.
- Strong organisational skills to ensure smooth execution of visit programmes, with the ability to step in for complex or high-profile engagements.
- Excellent written and verbal communication skills, with the ability to draft reports, briefings, and policy recommendations.
- Confident in public speaking and stakeholder engagement, representing New Zealand's agricultural interests effectively.
- Ability to advocate for New Zealand's agricultural sector, influencing discussions to achieve positive outcomes.
- Displays personal integrity and an honest and ethical approach.
- Displays understanding of tikanga and Te Tiriti o Waitangi principles.
- Hold a current passport for travel as and when required.

Personal Attributes

- Creative and can-do attitude – can problem solve and use initiative to get results
- Confidence & Initiative – Able to step into discussions when required, ensure meetings stay on track, and represent New Zealand's interests assertively.
- Diplomacy & Cultural Awareness – Understands Indian business and political culture, providing strategic advice to ensure effective cross-cultural engagement.
- Collaboration & Teamwork – Works closely with the Agricultural Counsellor while contributing expertise and leadership within the team.
- Analytical & Problem-Solving Mindset – Can anticipate trade and policy challenges, providing proactive solutions.

- Adaptability & Resilience – Thrives in a fast-paced, diplomatic environment, handling multiple priorities with composure.

Relationships - Pātahitanga

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

Within the Ministry:

- Agricultural Counsellor
- Head of Mission
- Deputy Head of Mission
- Second Secretary, Trade and Economic
- Other New Zealand and locally employed staff in India

Outside the Ministry:

- A range of senior government and non-government counterparts in India, Bangladesh, Nepal and Bhutan
- Peers in other diplomatic missions, including other agricultural counterparts
- Honorary Consuls in Post's countries of accreditation
- Ministry for Primary Industries, Wellington

Delegations - Whakatautapatanga

- The role is responsible for the management of NIL direct reports.
 - Delegations are set out in the Ministry's Instrument of Delegation.
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