

Position Description

Position Title	Policy Adviser (Agriculture, Trade and Economic)
Post	NEW DELHI
Category	Locally Engaged Staff
Reports to	Deputy Head of Mission and Agricultural Counsellor
Last Review Date	December 2025
Delegations	The position has NIL financial responsibilities

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 (India) and accredited countries (Bangladesh, Nepal and Bhutan), that enables the New Zealand Government to achieve more than it could from New Zealand. The Post takes a distinctively New Zealand approach, reflecting New Zealand's culture, diversity and heritage. Our values are professionalism, leadership, respect, collaboration and innovation.
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About the Position	The Policy Adviser is responsible for contributing to the advancement of New Zealand's foreign policy and trade interests by supporting the Post's engagement with government officials, civil society and the business sector. This includes facilitating market access, identifying and promoting agricultural cooperation activities, conducting research and analysis and preparing reports, briefings and other documentation. It also includes developing expertise across a range of sectors to help inform your advice to Post management.
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Relationships	<p>The position is required to build and maintain the following relationships:</p> <ul style="list-style-type: none"> • Agricultural Counsellor • Head of Mission (HOM) • Deputy Head of Mission (DHOM) • Other New Zealand and locally employed staff in India • A range of New Zealand Government staff in New Zealand • A range of government and non-government counterparts in India, Bangladesh, Nepal, Bhutan • Peers in other diplomatic missions, including other agricultural counterparts • Honorary Consuls in Post's countries of accreditation • Ministry for Primary Industries, Wellington
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Key accountabilities	<p>The position has the following key accountabilities:</p> <p>Enhance agriculture, trade and economic relationships between India and New Zealand (25% of time)</p>
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- Hold regular dialogue with government officials, industry to support robust exchanges on agricultural, trade and economic policy.
 - Promote New Zealand's people, business, and agricultural ties with India.
 - Identify joint opportunities to progress and harmonise New Zealand-India systems.
 - Together with the Agricultural Partnerships Manager, coordinate agricultural activities across NZ Inc agencies.

Market Access (25% of time)

- Monitor regulatory changes related to food safety, animal husbandry, plant protection, and general access of New Zealand goods and services in India.
- Resolve market access issues, including Non-Tariff Barriers (NTBs) in accredited countries.
- Encourage dialogue with the respective governments to facilitate trade.

Policy research, advice and written briefing (25% of time)

- Research and draft background papers on key areas of interest/relevance to New Zealand, specifically (but not exclusively) relating to trade, economic and agricultural matters.
- Exercise sound judgement to identify priority areas for research and advice, in consultation with DHOM and seconded staff.
- Understanding of trade policy, including the resolution of trade policy issues in India and our countries of accreditation
- Work jointly with other Posts in the region to identify and report on subjects of mutual interest.
- Prepare regular reports highlighting the state of the economy.
- Monitor, analyse and summarise media sources and websites on key issues that are of relevance and interest to New Zealand.
- Effectively use and contribute to the Post's map of relationships that matter: decision-makers, policy-makers, thinkers and influencers.
- Support seconded staff as required at official meetings and travel, and during official visits, including preparing briefing, taking notes and preparing final reports.
- Notify DHOM and seconded staff of any emerging events and developments relevant to the bilateral relationship.
- Respond to policy and/or general enquiries from the public and from local government agencies.
- Undertake specific project work, in consultation with DHOM and seconded staff.

Visits and Events (25% of time)

- In consultation with seconded staff propose / develop visit and function objectives, detail desired programme elements, prepare participant and guests lists, specify protocols required during the visit and analyse security needs
- Prepare event subject matter or briefs as required
- Prepare logistical documentation as required
- Accompany for meetings and events.
- Contribute to the visit report.

Communications and Public Diplomacy

- Develop and maintain contacts with appropriate in country Government agencies, trade and business organisations, research and academic institutions, media and other groups of interest.
- Assist with raising New Zealand's profile, promoting New Zealand's interests and resolving issues of importance to New Zealand.

Translation and Interpretation Services (where applicable)

- Provide accurate and timely two-way (Hindi-English) translation services for all general and official correspondence, documents, media and other publications, as required.

Organisational Responsibilities

- Ensure all Post policies and procedures are adhered to.
- Be aware of and adhere to the Health, Safety and Wellbeing 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.

Other

- Buddy role – other Policy Advisers
 - Ability to obtain and maintain appropriate security clearances.
 - 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.
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Qualifications, skills and experience

Qualifications, skills and experience sought:

- Relevant tertiary qualification in law, economics, agriculture, public policy or other related field
 - Experience in developing policy advice/reporting
 - Ability to think critically and analytically
 - Good research and information analysis skills
 - Ability to anticipate issues and problems and think of creative and effective solutions
 - Ability to act independently and with minimal supervision when required
 - Demonstrated ability to contribute to and work within a team
 - Excellent written and oral communication skills (particularly in English)
 - Demonstrated ability to build and maintain effective relationships
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- Competent in Microsoft Office Suite, including strong skills in Outlook, Word and Excel, as well as strong social media skills
 - 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 and professionally 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
 - Hold a current passport for travel as and when required (including to New Zealand)
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