

## Position Description

**Position Title** Policy Adviser

**Post** Manila

**Category** Locally Engaged Staff

**Reports to** [Second Secretary](#)

**Last Review Date** September 2022

**Delegations** The position has no financial responsibilities.

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**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 that enables the New Zealand Government to achieve more than they could alone.

The Post takes a distinctively New Zealand approach, reflecting New Zealand's 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 interests by supporting the post's engagement with government officials, local contacts and the business sector. This includes conducting research and analysis and preparing reports, briefings and other documentation.

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

Internal (within Post)

- Head of Mission
- Other post seconded and locally employed staff
- Key staff in Ministry policy divisions

External (outside Post)

- Local Foreign Ministry
  - Local Government contacts (e.g. government departments, Senate, Congress)
  - Key contacts in the business and civil community (e.g. academia, NGOs)
  - Peers in other key diplomatic missions
  - Other New Zealand Agencies
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**Key accountabilities** The position has the following key accountabilities:

Policy Delivery

- In close coordination with seconded staff, research and identify key political, social, trade, economic, defence and security issues and emerging trends and contacts of interest/relevant to New Zealand.
  - Prepare reports on trends and developments of interest/relevant to New Zealand.
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- Monitor, analyse and summarise media sources and websites on key issues that are of relevance and interest to the New Zealand Government and the bilateral relationship.
  - Effectively use and contribute to the post's map of relationships that matter: decision-makers, policy-makers, thinkers and influencers.
  - Liaise regularly with counterparts in other missions and other New Zealand Government departments and agencies to understand trends and developments of interest/relevant to New Zealand.
  - Support seconded staff as required on official calls and travel, including preparing briefing for meetings.
  - Support seconded staff to respond to general policy and or trade-related enquiries from the public and from local government agencies.

#### Visits and Events

- 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.

#### Communications and Public Diplomacy

- Contribute to the development of the Embassy's communications and public diplomacy plans 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.
- Develop and maintain contacts with appropriate in country Government agencies, trade and business organisations, relevant research/academic institutions, media and other organisations of interest.
- Identify and agree with seconded staff, potential contacts who may advise or inform on New Zealand policy priorities

#### Translation and Interpretation Services

- Provide accurate and timely translation services for any general and official correspondence, documents, media and other publications etc related to the policy functions of the Embassy.

#### 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.
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**Qualifications, skills and experience**

You must have the following qualifications, skills and experience:

- Relevant tertiary degree as a minimum
  - Experience in developing policy advice
  - Ability to think critically and analytically
  - 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 (in both English and local language)
  - 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
  - Ability to work autonomously and within guidelines, demonstrating the use of sound judgement
  - 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
  - Displays personal integrity and an honest and ethical approach
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**Additional comments**

- 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 from time to time.
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