

Position Description

Position Title - Ingoa Tūranga
Policy Adviser (403451)

Group - Puni
Deputy Chief Executive Policy (DCE P)

Division - Tānga
International Security and Disarmament Division (ISED)

Reports to - Menetia
Manager and Legislative Lead for Export Control Reform Project, ISED

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 ē 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 hapori, 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 Policy Adviser will work with the Manager and Legislative Lead for the Export Control Reform Project and two senior subject matter experts, to progress policy development on legislative reform of New Zealand's export controls regime.

Reforming New Zealand's export control regime is a Ministry priority to enhance our national security, contribute to doubling the value of our national exports – a goal of the government – and help uphold the rules-based international system through effective implementation of our commitments under the multilateral export control regimes to which New Zealand belongs. Building on work to date, legislative reform will address areas in which the New Zealand export control regime requires re-design and strengthening, for instance in the context of intangible technology transfers, to help ensure functional comparability with our major partners and thereby combat proliferation.

The Project team operates alongside and works in consultation with MFAT's export control team responsible for implementing current controls. Policy development is carried out in coordination with ISED, Legal Division and the Corporate Legal Unit.

This position is responsible for:

- Providing administrative and analytical support to the Export Control Reform Project, including coordinating project activities and stakeholder engagement, and assisting with analysis of policy issues and impacts.
- Drafting a range of policy papers to progress policy development on legislative reform.
- Contributing to implementation planning.
- Supporting the achievement of the Export Control Reform Project priorities and high level outcomes through the activities outlined under the key accountabilities.

This is a Wellington-based role but some travel within New Zealand will be required.

Key Accountabilities - Kawenga Matua

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

- Coordinate public, iwi/Māori, and targeted consultation, ensuring that consultation activities are timely, transparent, and aligned with legislative and/or Cabinet requirements and best practice.
- Coordinate and input into communications planning and activities as required.
- Accurately capture key points, decisions, and action items during meetings, workshops, and stakeholder engagements to support policy development and reporting.
- Manage follow-up actions and communications post-consultation/engagement and ensure stakeholder feedback is accurately summarised and analysed.
- Synthesise consultation findings into summary of submissions report(s) and integrate insights into policy advice, Cabinet papers, and implementation planning.
- Contribute to analysis of policy issues and impacts relating to strengthening New Zealand's export controls regime.
- Coordinate and draft content for Regulatory Impact Assessment(s).
- Draft Cabinet and other policy papers to progress policy and legislative (i.e. primary and secondary legislation) processes and changes.
- Contribute to the development of implementation strategies for policy and legislative changes.

Policy Development and Delivery

- Gather information, analyse and report on issues and provide recommended courses of action.
- Complete complex writing tasks with minimal guidance, tailor your writing style to resonate with the audience, and convey complex ideas in a straightforward way.
- Advise on highly complex policy decisions, drawing on your experience and analytical skills to devise targeted briefings.
- Collaborate effectively with the business and provide policy advice that credibly represents New Zealand and the Ministry.
- Develop strategic policy advice backed by research, analysis of global and domestic trends and New Zealand interests.

Relationship Management

- Display strong networking skills. Gain influence and information by building robust, respectful, mutually beneficial, and trusting relationships.
- Liaise effectively with other departments and organisations that are directly relevant to your specific area of responsibility.
- Collaborate with the Export Control Reform Project team by bringing critical thinking to discussions and increase the range of policy options and impacts.
- Offer your expertise and contribute sound advice to build capability in the team.
- Understand the pressure on others and identify capacity issues to offer support.

Project Coordination

- Effectively coordinate project activities, timelines, and deliverables to support successful policy development and legislative reform.

- Recognise key risks associated with proposed initiatives.
- Utilise best practice tools in activity and project coordination.

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.
- Treating information as taonga, and creating reliable and trustworthy records in approved systems so that they can be found and used by others
- Participate in Ministry-wide projects and emergency responses as required.

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

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

Qualifications

- Relevant undergraduate degree.

Skills

- Strong interpersonal skills
- Ability to build, maintain and leverage relationships with internal and external peers/contacts
- Ability to plan and organise own workload and prioritise effectively
- Sound judgement and decision making skills
- Strong oral and written communication skills
- Strong qualitative and quantitative analysis skills
- Sound project planning and organisational/administrative skills
- Ability to work under pressure
- Ability to work with people from a range of cultures and backgrounds
- Demonstrated drive and ability to improve own capability, including self-awareness and self-improvement focus
- A sound understanding of the Machinery of Government and the Government decision making process
- Competent in Microsoft Office suite of products
- Sensitive to and appreciative of EEO issues
- Understanding of The Treaty of Waitangi/Te Tiriti, Te Reo Māori and Māori customs and protocols would be beneficial

Experience

- Experience providing policy advice (including managing ministerial servicing tasks including drafting briefing notes, aide memoirs, and responses to Official Information Act requests and parliamentary questions)
- Developing knowledge in area of technical expertise
- Experience managing multiple tasks and priorities in a fast-paced public sector environment
- Experience providing administrative/project support
- Experience coordinating and supporting cross-agency and sector consultation
- Experience working on progressing legislation and/or in a regulatory environment.

Relationships - Pātahitanga

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

Within the Ministry:

- Divisional Manager
- Manager and Legislative Lead for the Export Control Reform Project
- Subject matter experts in the Export Control Reform Project team
- Senior Counter-Proliferation Adviser, who has day-to-day responsibility for implementing New Zealand's current export controls
- Other divisional staff
- Legal Division
- The Corporate Legal Unit
- Other MFAT Divisions and Groups, both onshore and offshore.

Outside the Ministry:

- Other government departments and agencies (especially the Ministry of Defence, MBIE, Police and Customs)
- Business, academia (especially New Zealand universities), research institutions, Māori.

Delegations - Whakatautapatanga

- Delegations are set out in the Ministry's Instrument of Delegation.

Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- You must hold New Zealand citizenship.
- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.

References

- **Ministry's Strategic Intentions**
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>
- **The Ministry's export controls regime**
Available here: [Export Controls | New Zealand Ministry of Foreign Affairs and Trade](#)
- **MFAT export control annual reporting**
Available here: [Reporting | New Zealand Ministry of Foreign Affairs and Trade](#)