

Position Description

Position Title - Ingoa Tūranga

Senior Policy Adviser – Vanuatu (401529)

Group - Puni

Pacific and Development Group (PDG)

Division - Tānga

Pacific Melanesia Micronesia (PACMM)

Reports to - Menetia

Unit Manager, Fiji Vanuatu Kiribati

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

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 role is the country relationship and policy lead for Vanuatu, with specific responsibility for overall programme management and development activities in infrastructure, resilience (climate change; water, sanitation and hygiene) and, law and justice. Key deliverables include:

- Providing strong analytical and intellectual policy leadership and output in support of the government's objectives for New Zealand's international relations.
 - Demonstrating leadership in working through complex and challenging policy issues.
 - Supporting the achievement of the Divisions/Unit's strategic priorities and high level outcomes as outlined under the key accountabilities.
 - Superintending the relationship with Vanuatu to support the achievement of New Zealand's foreign policy priorities.
 - Managing the effective delivery of development outcomes in accordance with the Vanuatu Country Strategy and Four Year Operational Plan.
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Key Accountabilities - Kawenga Matua

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

- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies and external stakeholders and make decisions aligned with our purpose and values; see the 'bigger picture' and the relevance of issues to NZ's interests (including Maori and Pacific trade and economic issues).
- Identify potential and coach others in your team. Provide targeted and constructive feedback and be a trusted 'go to' adviser.
- Identify capability and capacity issues and organise support, while displaying peer leadership in corporate projects.
- Act independently while recognising when to seek advice.

Leadership

- Implementation of the country strategy and four year operational plan in consultation with MFAT colleagues and in partnership with development partners and other stakeholders.
- Leadership or contribution to teams tasked with the development of, or improvements to, New Zealand Aid programme strategies, policies and systems.
- Provision of technical advice to support the development or improvement of programme strategies.
- Contribute to the Division's delivery of its planned and agreed activity stream to realise its strategic priorities and high level outcomes.
- Assist in coaching entry level advisers within the Division, foster high standards in the quality of outputs and ensure a culture of learning, by sharing experiences and encouraging challenge thinking in the team.
- Demonstrate the organisation's values, goals, policies and procedures in all aspects of work.

Programme Management

- Development of programmes in line with agreed strategies and in consultation with partners and other stakeholders.
- Identification and progression of initiatives within the programme through a range of delivery mechanisms.

Policy Development and Delivery

- Develop and deliver robust strategic policy advice through leading or working on complex multi sector issues with significant sensitivity and risk; identify and recommend processes for resolving problems.
- Manage a varied and substantive policy work programme, demonstrating expertise in policy prioritisation in accordance with the Ministry's strategic priorities.
- Complete rigorous peer review of advice to ensure quality and consistency.
- Encourage an environment where existing assumptions and policy approaches are regularly tested and constructively challenged.
- Advocate New Zealand's interests and positions to other governments and New Zealand government agencies and report on outcomes.
- Represent the Ministry in policy discussions, advocacy meetings, and domestic outreach, as required.

Project Management

- Effectively apply a project management approach using the International Policy Framework or business case framework.
- Take the lead on higher-risk pieces of work and produce effective business cases.

- Match people's capabilities with roles; accurately gauge the time and resources needed to deliver initiatives and coach others in Project Management skills.
- Gauge the level of risk involved in initiatives, using relevant significance criteria, and put into place appropriate mitigation strategies.

Commercial and financial acumen

- Take responsibility for financial decisions and take the lead on larger pieces of work with greater complexity and levels of financial risk.

Relationship and Stakeholder Management

- Build proactive and strategic relationships at all levels of the organisation, with senior internal and external stakeholders and leverage these to deliver outcomes
- Represent MFAT in public forums (including responding to questions).

Ministerial Servicing

- Ensure input and delivery of ministerial briefs to the Ministerial and Executive Services Division is given the necessary priority, with sufficient context to meet the high standards required.

Organisational Responsibilities

- Demonstrate and lead alignment with the organisation's values, goals, policies and procedures.
- 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.
- Contribute to the preparation and reporting requirements of the Ministry's accountability documents.
- 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.
- Contribute to Ministry-wide projects and emergency response situations.
- Undertake all other duties as reasonably requested by the Ministry.

Knowledge Management

- Contribute to the continuous development of the Ministry's knowledge base by using the Ministry's internal systems; and sharing information and data with relevant internal stakeholders.

Health and Safety

- Take reasonable care of your own and other's health and safety and be mindful of the effect of your actions (or lack of action) on the health and safety of others.
- Comply with reasonable Ministry instructions to ensure the Ministry is able to comply with the Health and Safety at Work Act 2015.
- Cooperate with health and safety policies and procedures.
- Identify and report hazards, injuries, illness and incidents (including near misses) that arise from your work or in the workplace.
- Identify and eliminate or mitigate health and safety risks so far as reasonably practicable and consulting with others in doing so.
- Raise health and safety matters with your manager or health and safety representative (or contact as appropriate).
- Ensure that all health and safety incidents, injuries, near misses are immediately reported through the HR Kiosk.
- Ensure that significant hazards and risks or critical incidents are drawn to the immediate attention of your Manager.

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

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

Experience:

- Good technical knowledge and experience of project and programme management.
- Experience providing policy leadership in areas of complexity or ambiguity.
- Desirable: Experience working with or in developing countries to deliver good development outcomes.

Skills and knowledge:

- A high level of leadership acumen. This includes:
 - the ability to coach and develop people, to ensure that staff have the right skills to do their jobs well and progress in their careers.
 - the drive and ability to improve own capability. Includes self-awareness and self-improvement focus.
 - the drive and resilience to contribute proactively and deliver sustainable high performance.
- Ability to think strategically and see linkages between different streams of work.

- Strong written and verbal skills.
 - Ability to build, maintain and leverage relationships with key internal and external contacts.
 - Strong planning and organising skills.
 - Competent in Microsoft Office suite of products.
 - A good understanding of the Machinery of Government and the Government decision making process.
 - Strong qualitative and quantitative analytical skills.
 - Good judgment and decision making skills.
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Relationships - Pātahitanga

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

Within the Ministry:

- Divisional and/or Unit Manager
- Senior Advisers within Division/Unit
- Division staff
- Other MFAT staff, both onshore and offshore

Outside the Ministry:

- Other government departments and agencies
 - Diplomatic missions
 - Media and other members of the public
 - Business, academia, regional and international institutions and Māori
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Delegations - Whakatautapatanga

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

- **Ministry's Strategic Intentions 2019-2023**
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>