NEW ZEALAND FOREIGN AFFAIRS & TRADE Manatū Aorere

# Position Description

**Position Title - Ingoa Tūranga**
**Lead Adviser – Policy and Secretariat Liaison (403857)**

**Group - Puni**
**Pacific and Development Group**

**Division - Tānga**
**Pacific Islands Forum Taskforce**

**Reports to - Menetia**
**Roger Ball, PIF27 Taskforce Director**

---

## 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 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 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

New Zealand will host the Pacific Islands Forum 2027 Leaders Week ("PIF27") in August 2027. PIF27 will bring together Heads of Government, Ministers, officials and stakeholders from across the Pacific, requiring coordinated delivery across multiple venues, systems and agencies.

The purpose of this role is to provide strategic leadership to ensure New Zealand's hosting of the Pacific Islands Forum Leaders Meeting is closely aligned with the priorities, programme and delivery requirements of the Pacific Islands Forum Secretariat and regional partners. Acting as a critical interface between the policy and operational dimensions of MFAT's PIF27 programme, the position drives integration across the Pacific Islands Forum Taskforce (PIFTF), Pacific and Regional Group (PACREG) and wider NZ Inc agencies to ensure a coordinated and coherent approach to planning and delivery. The role provides authoritative strategic advice on complex and high-profile policy and implementation issues, supports effective decision-making by senior leaders, and fosters strong partnerships across government, the Pacific region and key stakeholders. Through leadership, influence and collaboration, the Lead Adviser helps ensure New Zealand's investment in PIF27 delivers on policy objectives, strengthens regional relationships, and contributes to a successful and enduring hosting legacy.

This role sits within the PIF27 Taskforce and reports to the Taskforce Director.

This role is based in Wellington with travel within New Zealand as required. In the lead up to and during event delivery:

- a period temporarily based in Auckland is anticipated for this role; and
- some after hours work may be required during peak periods.

## Key Accountabilities - Kawenga Matua

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

### Role Specific

- Provide strategic leadership and coordination across the PIFTF, PACREG and relevant MFAT teams to maintain strong, aligned and effective relationships with senior leaders of the Pacific Islands Forum Secretariat and other regional organisations, supporting the successful delivery of PIF27.
- Lead strategic analysis and advice for MFAT senior leadership, providing options and recommendations and driving implementation to ensure close alignment between the policy and operational delivery of PIF27 across MFAT and the wider NZ Inc system.
- Lead development of policy advice in support of delivery objectives, and lead and provide quality assurance for responses to correspondence, OIAs, and support for senior management where required.
- Lead and provide quality assurance for the provision of project documentation, including plans, governance papers and programme reporting.
- Lead and provide quality assurance to readiness planning, risk management and assurance activities, including supporting the testing of plans, identifying gaps and continuous improvement.
- Drive cross-Ministry and cross-agency collaboration, fostering strong partnerships with external stakeholders to advance PIF27 hosting objectives and outcomes.
- Lead post-event evaluation and lessons-learned activities, ensuring insights are captured and translated into organisational improvements and future-hosting capability.
- Mentor, coach and develop staff, promoting alignment across workstreams and strengthening integration between policy, operational delivery and strategic outcomes.

### Strategic Policy and Programme Leadership

- Lead the development of strategic policy advice on international development issues, with a focus on policy and delivery .
- Provide experienced thought leadership and innovation in policy design, implementation, and evaluation.
- Contribute to the PIFTF's delivery of its programme planning, aligning with strategic priorities and high-level outcomes.
- Deputise for other managers in the PIFTF as required.

### Political Acumen and Public Service Responsibilities

- Demonstrate sound judgement and awareness of political context when providing advice and making decisions.
- Set an example of strong working relationships across the Group and Ministry, optimising the impact and quality of the IDC Programme.
- Navigate complex stakeholder environments with tact and professionalism.
- Uphold the principles and values of the New Zealand Public Service.

- Ensure advice and actions reflect the Ministry's obligations under Te Tiriti o Waitangi and contribute to public trust and confidence.

**International Engagement, Stakeholder Management and Representation**

- Represent the Ministry in senior level policy discussions, advocacy meetings, and international forums, representing NZ and MFAT as required.
- Lead or participate in New Zealand delegations for bilateral, regional, and multilateral meetings and engagements.
- Build and maintain strategic relationships with internal and external stakeholders.
- Advocate for New Zealand's international interests and positions.

**Ministerial Servicing**

- Prepare high-quality ministerial briefings and responses, ensuring alignment with policy and strategic context.

**Organisational Responsibilities**

- Understand and apply the Ministry's strategic priorities and outcomes framework.
- Uphold the Ministry's values and contribute to a positive and inclusive team culture.
- Apply Te Tiriti o Waitangi principles and demonstrate cultural awareness.
- Comply with health and safety policies and contribute to a safe working environment.
- Maintain accurate 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 Lead Adviser position will have the following experience, skills and knowledge:

Qualifications:

- Relevant graduate degree (e.g. international relations, development studies, economics, public policy).

Experience

- Experience leading for and representing New Zealand positions in international or regional forums.
- Experience at Lead Advisor level (or equivalent) in working in or with the Pacific.
- Experience leading complex policy initiatives or investment planning.
- Demonstrated experience in leading international development policy and programme design.
- Experience in mentoring and capability development.

Skills and Knowledge

- Skilled in understanding the intersections between policy development and delivery.
- Skilled in strategic risk analysis, performance evaluation, and partner engagement.
- Excellent written and verbal communication skills.
- Strong planning, organising, and stakeholder engagement skills.
- Able to operate effectively and with confidence in fast paced and ambiguous settings.
- Strong understanding of international development policy frameworks and sector strategies.
- Understanding of the machinery of government and decision-making processes.
- Cultural competence and understanding of Te Tiriti o Waitangi.

---

## Relationships - Pātahitanga

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

Within the Ministry:

- Divisional Managers
- Heads of Mission
- Posts
- Other Unit Managers and PDG staff
- Policy, legal, and corporate teams
- Other MFAT staff (onshore and offshore)

Outside the Ministry:

- Other government departments and agencies, and local government
- Diplomatic missions
- Development partners and implementing agencies

- Forum Secretariat and other regional and international organisations
- Business, academia, regional and international organisations and institutions
- Māori, Pasifika and wider community stakeholders

---

## 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 or New Zealand permanent residency.
- 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/