

Position Description

Title - Ingoa Tūrangā

Senior Adviser Capability (403609)

Group - Puni

People and Operations Group (P&O)

Division - Tānga

People Division | Kura Tangata (PEP)

Reports to - Menetia

Team Manager Capability

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 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 tūrangā 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 Senior Adviser Capability plays a key role in designing, developing, delivering, and evaluating learning initiatives that build workforce capability, support cultural transformation, and enable high performance. This role partners across the organisation to ensure learning solutions align with business needs and future workforce requirements. This role has an organisational-wide delivery scope, ensuring capability initiatives are fit for purpose across all divisions and offshore posts.

This position may participate in MFAT emergency responses as required. This may include work outside of normal hours.

Key Accountabilities - Kawenga Matua

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

Strategic Learning Design

- Lead the design and development of learning initiatives that support organisational priorities, including leadership development, capability uplift, and high performance.
- Apply adult learning principles, instructional design methodologies, and digital learning tools to create engaging and effective learning experiences.
- Ensure evaluation methodologies are applied to demonstrate the impact of learning initiatives.
- Remain abreast of developments in the Learning and Development field and look to apply innovations that create value for MFAT staff and support MFAT to achieve its strategic and operational objectives.

Stakeholder Engagement

- Support the Team Manager, Capability to deliver learning and development initiatives and ensure programmes of work and changes designed and implemented by the team have taken into account the customer and employee voice, as well as the needs of the wider MFAT network onshore and offshore.
- Build strong relationships with internal stakeholders to understand learning needs and co-design solutions.
- Collaborate with external providers and sector partners to source and deliver high-quality learning interventions.
- Work effectively with PEP colleagues contributing to the design, promotion, and delivery of learning initiatives.

Programme Delivery and Facilitation

- Facilitate workshops, webinars, and learning sessions as required.
- Support the delivery of blended learning programmes, including e-learning, coaching, and peer learning.
- Manage procurement and financial processes to ensure acquisition of learning solutions is consistent with MFAT policies and invoices are processed in accordance with MFAT financial processes.
- Apply effective project and change management methodologies.

Evaluation and Continuous Improvement

- Monitor and evaluate the effectiveness of learning programmes using qualitative and quantitative data.
- Provide insights and recommendations to improve learning outcomes and impact.

Capability and Workplace Experience

- Contribute to initiatives that support organisational culture, values, and employee experience.
- Support change management and workforce strategies.
- Work effectively with other members of the Workplace Experience and Capability team.

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 ao 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.
- All other duties as reasonably requested by the employer.

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

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

Experience:

- Solid experience delivering learning and development initiatives in medium to large organisations with diverse workforce capability requirements.
- Experience in supporting and delivering strategic capability initiatives.
- Relevant Tertiary qualification in Human Resources, Organisational Development or a related field.
- Proven record of building effective and resilient relationships with Senior leaders and stakeholders.
- Experience in working collaboratively with others to deliver in a fast paced, complex, and ambiguous environment.

Skills and knowledge:

- Ability to align HR practices with organisational goals and priorities.
- Strong understanding of capability frameworks, capability initiatives and adult learning principles.
- Experience applying change and project management methodologies.
- Excellent communication and influencing skills.
- High emotional intelligence and resilience
- Understanding of The Treaty of Waitangi/Te Tiriti, Te Reo Māori and Māori customs and protocols would be beneficial.

Relationships - Pātahitanga

The Senior Adviser - Capability position is required to build and maintain the following relationships:

Within the Ministry:

- Divisional Manager - People Division
- Unit Manager - Workplace Experience and Capability
- Team Manager - Capability
- Human Resource Business Partners
- People Division colleagues
- MFAT People Leaders
- Other MFAT staff, both onshore and offshore

Outside the Ministry:

- Learning and Development community across the NZ Public Sector
- External providers of learning solutions
- Counterparts in like-minded off-shore agencies

Delegations - Whakatautapatanga

- The role is responsible for the management of NIL direct reports.
- Delegations are set out in the Ministry's Instrument of Delegation.

Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- 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/>