

Position Description

Position Title - Ingoa Tūranga

Policy Adviser (Multilateral)

Group - Puni

Multilateral and Legal Affairs Group

Division - Tānga

Geneva

Reports to - Menetia

Permanent Representative (UN)

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 nahana 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 kiriraru 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 and the Geneva Post - 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.

The New Zealand Permanent Mission in Geneva represents the New Zealand Government in multilateral diplomacy at the United Nations (UN) and at other international organisations such as the World Health Organisation (WHO) based in Geneva. This is done through building and enhancing relationships with UN Member States and with international organisations and other stakeholders to enable the Government to fulfil its multilateral priorities and international obligations. The Mission takes a distinctively New Zealand approach to its work that reflects our country's culture, diversity and heritage.

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; and
- **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 contributes to the advancement of New Zealand's foreign and domestic policy interests with a focus on human rights, global health, and engagement with UN specialized agencies. The Policy Adviser upports the advancement of New Zealand's human rights focus areas and country-specific human rights priorities, and supports New Zealand's engagement at meetings of UN entities and specialized agencies as required.

As directed by post management, Policy Adviser will also contribute to post engagement and reporting on key geostrategic issues, and respond to occasional, essential tasking on key international organisations.

Key Accountabilities - Kawenga Matua

The Policy Adviser is responsible for a complex portfolio of work, managing workflow from different teams in the Ministry of Foreign Affairs and Trade, and other New Zealand agencies such as the Ministry of Health, the Ministry for Women and the Ministry for Disabled Persons (Whaikaha), with priorities agreed through discussion with post management on a regular basis. The position has the following key accountabilities:

- Support the advancement of New Zealand's human rights focus areas and country-specific human rights priorities at the Human Rights Council by representing New Zealand at meetings, negotiations and briefings, and through engagement in relevant formal and informal meetings.
- Contribute to the development of New Zealand policy positions, funding and other response options by:
 - Representing and advancing New Zealand's interests at formal and informal intergovernmental meetings, negotiations and briefings with particular attention on human rights priorities and delivery of global health outcomes.
 - Provide accurate and timely reporting after meetings, with a focus on key issues of relevance to New Zealand, including New Zealand's interests in a UN that delivers for the Pacific.
 - Monitoring, analysing, and providing sound advice on the strategic direction, policy discussions and reports, practices and activities of key UN organisations and agencies as they relate to New Zealand's key thematic and country-specific human rights priorities, and as guided by the DPR/PR.
 - Maintain an active network with representatives from other Missions, multilateral agencies, and civil society stakeholders.
 - Organise official visits, meetings and events including the development of visit programmes and associated briefing.
 - Provide general policy advice and support to Mission activities as required, including assisting with after-hours consular duty.
- Support New Zealand engagement at the annual World Health Assembly in line with pre-agreed priorities.
- From time to time, the Policy Adviser supports other priority Post activities, including as they relate to the humanitarian portfolio, consular and emergency response, and high-level visits falling outside the portfolio. Be prepared to perform other duties that are incidental to the position description or that are otherwise within your experience and capabilities.
- Aspects of this position description, including accountabilities, may be subject to amendment or change.

Other accountabilities

Security

- Comply with the Mission's Security Instructions.

Communications and Public Diplomacy

- Contribute to the development of the Mission's communications and public diplomacy strategies and assist in their implementation.
- Contribute updates to the Mission's twitter account and coordinate contributions to the account across the Mission's work.

Relationship Management

- Develop and influence a clear map of relationships with decision-makers, policy-makers and thinkers that advance the Ministry's health objectives.
- Develop and maintain relationships with key internal and external stakeholders in order to advance the Mission's objectives.
- Ensure that the Mission's network is regularly reviewed and refreshed in light of developments in strategic priorities.

Organisational Responsibilities

- Demonstrate alignment with the organisation's values, goals, policies and procedures and comply with applicable Mission policies and procedures.
- 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.
- Foster strong working relationships across the Ministry.
- 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.
- Comply with applicable Ministry and Mission policies and procedures.
- Contribute to Post-wide projects and emergency response situations.
- All other duties as requested by the employer

Knowledge Management

- Contribute to the continuous development of the Ministry's knowledge base by using the Ministry's internal systems, sharing information and data with relevant internal stakeholders, including contributing to/presenting at internal learning and development opportunities.

Health and Safety

The Ministry is committed to providing a safe and healthy working environment for all staff, including contractors and other workers, both on and offshore. You are responsible for:

- Taking reasonable care of your own and other's health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others;
- Complying with reasonable Ministry instructions to ensure the Ministry is able to comply with the Health and Safety at Work Act 2015;
- Cooperating with health and safety policies and procedures;
- Identifying and reporting hazards, injuries, illness and incidents (including near misses) that arise from your work or in the workplace;
- Identifying and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so;
- Raising health and safety matters with your manager or health and safety representative (or contact as appropriate);
- Ensuring that all health and safety incidents, injuries, near misses are immediately reported through the HR Kiosk; and
- Ensuring 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 following qualifications, experience, skills and knowledge are required:

- Tertiary qualification in a relevant area;
- A strong record of achievement with at least 5-10 years' professional experience in developing policy advice and delivery, ideally in an international or governmental setting;
- Understanding of the UN system and its key specialised agencies such as the Human Rights Council and WHO, including governance and institutional arrangements, strategies, policies, plans, budgets and funding arrangements.
- Understanding of policy settings concerning New Zealand's multilateral engagement and priorities;
- Demonstrated ability to think strategically, critically and analytically;
- Ability to anticipate issues, manage risks and sensitivities, and identify effective solutions;
- Demonstrated ability to contribute to and work within a cross-cultural team environment to deliver team objectives;
- Excellent written oral and communication skills;
- Demonstrated ability to build and maintain effective relationships in a multi-cultural and diverse international working environment;
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure;
- Possess a strong achievement/delivery focus – sets high standards including accuracy and attention to detail;
- Able to work autonomously and demonstrating sound judgement;
- Display personal integrity and an honest and ethical approach;
- Competent in Microsoft Office Suite, including strong skills in Outlook, Word and Excel, virtual meeting platforms, and social media
- Public policy, health policy and/or multilateral experience is an advantage.

Relationships - Pātahitanga

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

Internal (MFAT and other NZ government agencies)

- Head of Mission, Permanent Representative (UN), Deputy Permanent Representative (UN) and policy and administrative team colleagues within the Geneva Mission;
- Key staff in the Ministry of Foreign Affairs and Trade's United Nations, Multilateral, Pacific, Trade and Economic, and Regional teams;

- Key staff in the Ministry for Women, Ministry of Health, Ministry for Primary Industries, and other government departments;
- Staff in other Ministry Divisions and Posts;
- Staff in the New Zealand Permanent Mission in New York.

External

- Colleagues in other diplomatic missions, including from the Pacific;
- Colleagues in priority UN and specialised agencies and organisations;
- Civil society.

Delegations - Whakatautapatanga

- The role is not responsible for the management of any direct reports.
- 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/>