

Position Description

Position Title - Ingoa Tūrangā

Policy Officer 1 (PO1)

Group - Puni

A range of Groups in the Ministry

Division - Tānga

Policy & Development Divisions in Wellington, New Zealand Posts

Reports to - Menetia

Unit Manager/Divisional Manager in Wellington, Head of Mission overseas

About the Public Service - Mō te Ratonga 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.

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 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.

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

This position is responsible for:

- Developing and applying strong analytical and intellectual policy development and output in support of the government's objectives for New Zealand's international relations
- Supporting the achievement of New Zealand's development related priorities; specifically through the management of development programmes and humanitarian activities.
- Actively work with your team to support the achievement of your division's strategic priorities and high level outcomes, as outlined under the role specific key accountabilities.
- Participating in MFAT emergency responses as required. This may include work outside of normal hours.

Additionally you will undertake a professional development programme. While focused primarily on learning-on-the-job, there is a formal component to complete. These two approaches will assist with the provision of high quality Policy and Development advice and delivery.

Key Accountabilities - Kawenga Matua

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

- Create impact through your work, i.e. model the value 'we achieve every day, everywhere'.
- Understand the Ministry and make decisions aligned with our purpose and values and show awareness of other MFAT Groups' strategic goals, including priorities and perspectives of the Ministers, partner agencies and external stakeholders.
- Share your own experiences and learnings. Contribute your expertise for the good of the team.
- Collaborate with your team and be willing to help out where needed.

The following accountabilities broadly describe what is required to successfully perform the role. The list is not exhaustive and the specific accountabilities that must be performed or focused on at any given time may vary depending on an employee's skillset and/or background and/or the specific tasks to be completed:

- Policy Development and Delivery
 - Gather information, analyse and report on multiple issues relevant to New Zealand's interests. Provide recommended courses of action.
 - Prioritise work effectively.
 - Produce clear, concise and well-structured drafts of evidence-based policy advice, analysis and briefing. This includes formal messages, business cases, briefs, submissions, cabinet papers and speech notes.
 - Assist in advocating New Zealand's interests and positions to other governments and New Zealand government agencies. Report on outcomes as appropriate.
 - Develop strategic policy work through referencing existing tools, using the International Policy Framework or business case framework.
 - Build specialised expertise and capability in the role.
- Relationship Management
 - Understand how groups operate and how they seek to have their interests heard.
 - Engage with a network of contacts. With guidance from senior staff, this includes external stakeholders, senior officials and leaders.
- Ministerial Servicing
 - Ensure input to the Ministerial and Executive Services Division is given the necessary priority and meet the high standard required.
- Visits and Events
 - Work with other staff in your Division and the Visits and Event Logistics Unit. Assist with the provision of advice on policy objectives and visit programme targets; for high level visits and events.
 - Assist with the escorting of visitors. Take notes, record and report the outcomes of visits and meetings. Ensure follow-up actions are agreed with managers and the Post.
- Project Management
 - Demonstrate understanding of fundamental project management concepts.

- Identify the tools used for project management at the Ministry.
- Build your knowledge of the right questions to ask project managers in order to hold effective conversations and identify progress on projects and associated risks.
- Commercial and Financial Acumen
 - Demonstrate commercial awareness, e.g. anticipate the financial implications of decisions.
 - Understand the commercial and financial requirements of initiatives; and establish approvals required to commit time and resources for current and future needs.
- Information Management
 - Ensure information is managed well so that users have trust and confidence in it, with transparency and accountability maintained through the creation of reliable and trustworthy records that can be shared and found by others. Demonstrate kaitiakitanga by managing and using information with integrity and manaakitanga – treating it as an Aotearoa New Zealand asset.
- Organisational Responsibilities
 - Demonstrate alignment with the organisation’s values, goals, policies and procedures.
 - Gain and demonstrate a basic understanding and practical capability in Maori customs and protocol.
 - Display basic cultural awareness in a particular international culture.
 - Be eager to learn, and explore different views. Try new things and willingly engage in a broad range of tasks.
 - Display patience and resilience when in a challenging environment.
 - Know when to ask for help and demonstrate work-life balance.
 - Undertake all other duties as reasonably requested by the Ministry.
 - 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 following are required:

- Qualifications
 - Relevant undergraduate degree
- Skills
 - Ability to work effectively and collegially within a team
 - Ability to build rapport with a range of people
 - Basic understanding of tikanga and Treaty of Waitangi principles
 - Strong oral and written communication skills
 - Ability to plan and organise own workload and prioritise effectively
 - Ability to facilitate and coordinate tasks
 - Strong qualitative and quantitative analysis skills
 - Sound judgement and decision making skills
 - Ability to work with people from other cultures
 - Sensitive to and appreciative of EEO issues
 - Display social media savvy
 - Competent in Microsoft Office suite of products

Relationships – Pātahitanga

The PO1 position is required to build and maintain the following relationships:

- Internal

- Divisional and/or Unit Manager
- Senior Advisers within Division/Unit
- Division staff
- Other MFAT staff, both onshore and offshore
- External
 - Other government departments and agencies
 - Diplomatic missions
 - Media and other members of the public
 - Business, academia, regional and international institutions and Maori

Delegations – Whakatautapatanga

These 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/>