

# Position Description

## Position Title - Ingoa Tūranga

**Policy Advisor**

## Group - Puni

**Americas and Asia Group**

## Post

**New Zealand High Commission, Ottawa**

## Reports to - Menetia

**Deputy High Commissioner**

## About the Post

The New Zealand High Commission Ottawa represents the New Zealand Government to the highest standards of professional excellence in diplomacy, trade negotiations, international development and consular services. This is done by building connections with the host country that enables the New Zealand Government to achieve more than they could alone.

The High Commission takes a distinctively New Zealand approach, reflecting New Zealand's diversity and heritage. 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

## About the Position - Mō te Tūranga

The Policy Adviser is responsible for contributing to the advancement of New Zealand's interests by identifying, researching and reporting on foreign policy, political and economic developments in Canada, engaging with Canadian government officials and a range of other contacts, preparing reports and briefings, and organising inward and outward visits.

## Key Accountabilities - Kawenga Matua

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

### *Policy Delivery*

In close coordination with the Deputy High Commissioner:

- Identify, research, analyse and provide regular, timely and insightful reporting on issues relating in Canada that are of interest to New Zealand.
- Represent or advocate New Zealand's interests to Canadian Government and other contacts.
- Display strong networking skills. Gain influence and information by building robust, respectful, mutually beneficial, and trusting relationships.
- Liaise effectively with government departments, think tanks, academic institutions and indigenous organisations to enhance New Zealand's understanding of and inform reporting on Canada's policy and approaches.
- Lead preparation of briefing for official meetings by senior staff and write reports of those meetings
- Contribute to New Zealand's public diplomacy efforts in Canada

### *Visits and Events*

- Provide input into arrangements for official visits, including by Ministers and senior officials, to/from New Zealand and Canada; and support planning and arrangements for visits, representational functions and events. This may include providing policy advice, identifying visit programme targets, drafting briefing and also assisting with logistical arrangements.
- Represent New Zealand at representational functions and events where appropriate.

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### *Organisational Responsibilities*

- Be aware of and adhere to the High Commission'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.
- Contribute to High Commission-wide projects, at times be responsible for the after-hours consular phone, and contribute to emergency response situations.
- Understand the High Commission'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 High Commission operates.

### *Values and team engagement*

- Demonstrate the High Commission's values and implement its goals, policies and procedures.
- Contribute to building a strong team spirit and level of engagement, acknowledging team contribution and achievement

### *Knowledge Management*

- Contribute to the continuous development of the High Commission's knowledge base by using the High Commission's internal systems, sharing information and data with relevant internal stakeholders
- Treating information as taonga (treasure), and creating reliable and trustworthy records in approved systems so that they can be found and used by others.

### *Security*

- Be familiar with the High Commission's Security Instructions and adhere to these at all times.

### *Other*

- Perform other such duties as can reasonably be regarded as incidental to the position description and other duties reasonably within their experience and capabilities as may be required from time to time.

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

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

- Tertiary qualification as a minimum and 2-5 years relevant work experience
- Experience in developing policy advice or analysis
- Excellent written and oral communication skills, including the ability to convey complex information logically and concisely in both written and oral form
- Ability to build, maintain and leverage effective relationships
- Ability to think critically and analytically, to anticipate issues and problems, and think of creative and effective solutions
- The ability to research and analyse complex issues and develop appropriate recommendations
- Ability to contribute to and work flexibly within a small team
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure
- The ability to communicate effectively with a range of people
- Strong achievement/delivery focus – high standards including accuracy and attention to detail
- Ability to work autonomously and within guidelines, demonstrating the use of sound judgement, including when representing New Zealand publicly.
- Personal integrity and an honest and ethical approach

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### **Relationships - Pātahitanga**

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

#### Internal (within Post)

- Head of Mission and Deputy High Commissioner
- Other staff including NZ Inc agency staff



# Position Description

External (outside Post)

- NZ Ministry of Foreign Affairs and Trade (MFAT)
- Global Affairs Canada
- A range of other Canadian federal agencies
- Canada's Provincial Governments
- Other diplomatic missions in Ottawa
- Other Canadian institutions such as think tanks
- Indigenous organisations and leaders
- Relevant New Zealand-based agencies

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## Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- You must already hold the right to live and work in Canada, and be able to obtain and maintain an appropriate New Zealand security clearance.
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