

Position Description

Position Title - Ingoa Tūranga

Policy Adviser, Security and Foreign Policy

Post – Te Aka Aorere

New Zealand Embassy Washington

Reports to - Menetia

Counsellor (Political)

About the Embassy

We represent the New Zealand Government in the United States of America.

We take a distinctively New Zealand approach, reflecting our diversity and heritage and the Ministry of Foreign Affairs and Trade (MFAT) values.

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

We recognise 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 Political Team, comprised of three seconded staff and three staff employed at post (policy advisers), is a busy team charged with delivering on New Zealand's policy objectives in our political, defence, security and intelligence relationship with the United States. The team also focuses on international security issues where United States and New Zealand interests intersect.

The Policy Adviser, Security and Foreign Policy will contribute to the Team's engagement with US Administration officials, congressional staff and non-governmental actors.

Key tasks include:

- Supporting the Embassy's engagement with Congress.
- Engaging the US on issues at the intersection of foreign policy, national security and emerging technologies.
- Developing and maintaining a wide range of contacts across the US Government and Congress, the DC diplomatic corps and US think-tanks, civil society groups and industry representatives.
- Supporting incoming visits of NZ Ministers and senior officials, as well as engagements in the US for the Ambassador, Deputy Head of Mission, Political Counsellor and other relevant colleagues.
- Representing the Embassy at diplomatic and other relevant events.
- Picking up other reporting as required, given the likely continued high tempo of initiatives between the US and New Zealand.

Key Accountabilities - Kawenga Matua

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

- Effectively use and contribute to the post's map of relationships that matter: decision-makers, policy-makers, thinkers and influencers.
- Engage with stakeholders to advocate for New Zealand's interests with the US.
- Develop reporting on key political, security and regional issues and emerging trends of interest/relevance to New Zealand.
- Monitor, analyse and summarise media sources to stay informed on current events and developments relevant to the New Zealand Government bilateral and regional relationships.
- Support post management as required on official calls and travel, including preparing briefing for meetings.

Organisational Responsibilities

- Understand the Embassy's and 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 Embassy 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.
- 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.

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

The Policy Adviser, Security and Foreign Policy will have the following experience, skills and knowledge:

Experience:

- High standard tertiary qualification
- Experience in developing policy advice in a national security/foreign policy context.
- Experience in advocacy and influencing, and excellent communication skills

Skills and knowledge:

- Demonstrated ability to develop clear, concise reports
- Demonstrated ability to take a flexible and dynamic approach, and to work within a team
- Demonstrated ability to build and maintain effective relationships
- Ability to think critically and analytically
- Able to synthesise a wide range of information
- Ability to anticipate issues and problems and think of creative and effective solutions
- Competence in Microsoft Office Suite, including strong skills in Outlook, Word and Excel, and familiarity with electronic filing systems
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure
- Ability to communicate effectively with a range of people
- Strong achievement/delivery focus, meeting high standards including accuracy and attention to detail
- Ability to work autonomously and within guidelines, demonstrating the use of sound judgement and initiative
- Personal integrity and an honest and ethical approach
- Awareness of and interest in New Zealand
- Understanding of The Treaty of Waitangi/Te Tiriti, Te Reo Māori and Māori customs and protocols would be beneficial.

Relationships - Pātahitanga

The Policy Adviser, Security and Foreign Policy position is required to build and maintain the following relationships:

Within the Embassy:

- Political Counsellor (line manager)
- Head of Mission and Deputy Head of Mission
- Seconded and locally engaged staff at the Embassy
- Ministry of Foreign Affairs & Trade policy divisions

- New Zealand agencies represented at the Embassy: Ministry of Defence, NZ Defence Force, Immigration NZ, MBIE (Science and Innovation), Customs and Police

Outside the Embassy:

- US Government officials, primarily at the Department of State, Department of Defence, and the White House (National Security Staff)
- Other New Zealand agencies (particularly Ministry of Defence and Department of Prime Minister and Cabinet)
- Congressional staff
- Local contacts from other sectors, e.g. think tanks and academia, NGOs/civil society
- Peers in other key diplomatic missions

Delegations - Whakatautapatanga

- The role is not responsible for 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. An existing clearance would be desirable.
- The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description and such other duties reasonably within their experience and capabilities as may be required from time to time.

References

- **Ministry's Strategic Intentions**
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>