

Position Description

Position Title - Ingoa Tūranga

Policy Adviser – FTA Leveraging (403590)

Group - Puni

Trade and Economic Group

Division - Tānga

Trade Policy Engagement and Implementation Division

Reports to - Menetia

Unit Manager, FTA Boost Unit

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 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 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 - 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 Trade and Economic Group (TEG) is responsible for managing and implementing the Government's international economic and trade policies, and for engagement about those policies with the full range of New Zealand stakeholders. It consists of four Divisions: Trade Policy and Negotiations Division (TPND), Trade Policy, Engagement and Implementation Division (TPEI), Economic Division (ECO), and APEC Policy Division (APECPOL).

The Trade Policy Engagement and Implementation Division (TPEI) is responsible for leading TEG's extensive and expanding programme of Free Trade Agreement (FTA) implementation, leveraging, expansion, and upgrades to ensure New Zealand's FTAs remain cutting-edge in their delivery of market access to New Zealand exporters and in their contribution to key regional trade architecture and bilateral relationships. TPEI also leads on domestic stakeholder engagement, in particular with Treaty partners, as an increasingly important element of all of TEG's trade and economic work.

The Policy Adviser – FTA Leveraging is a key role within the newly established FTA Boost Unit. The Unit will focus on leveraging New Zealand's Free Trade Agreements and addressing Non-Tariff Barriers (NTBs). While New Zealand has had an active FTA implementation programme for several years, New Zealand businesses are still leaving considerable FTA benefits on the table and this role will also be responsible for providing strategic direction and leadership over TEG's programme of work to leverage New Zealand's FTAs, alongside providing strategic leadership on addressing NTBs.

The Policy Adviser – FTA Leveraging supports the strategy, planning, and monitoring function of the Unit. The role involves quantitative analysis of the utilisation and performance of New Zealand's FTAs, and provides advice to identify priority areas and approaches to focus Government effort to better leverage our network of FTAs. The role also involves developing and then delivering a long-term plan to better understand FTA leveraging opportunities. The adviser will also support the other functions of the team by developing material to better support business engagement and use of FTAs. The adviser will draw on insights from the NTB and Business Engagement functions to better inform their analysis and advice on strategic direction, planning, and monitoring.

Key Accountabilities - Kawenga Matua

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

Role specific

The role specific accountabilities involve:

- Support the whole of government policy and strategy on FTA leveraging, including analysis of FTA performance and identifying approaches to better understand the drivers of FTA utilisation and how to support New Zealand businesses to benefit more from our FTAs.
- Support the FTA Boost Unit's planning and monitoring function, including through advice to senior Government officials
- Support the work programme that resolves FTA-related access issues and support to develop Non-Tariff Barrier (NTB) resolution plans
- Provide policy advice on trade policy that will lead to improved utilisation and leveraging of New Zealand's FTAs
- Support targeted business engagement that leads to greater understanding of the barriers our businesses face in our FTA markets, to inform plans to reduce those barriers.
- Support communications and promotional material on FTA utilisation
- Support capability building across MFAT and the public sector to more effectively resolve Non-Tariff BarriersHelp deliver concrete outcomes from leveraging and expanding Free Trade Agreements
- Work alongside the Unit to support a work programme that maintains and strengthens TEG's working relationships with trade stakeholders and Business to engage exporters to have the tools, knowledge and support they need to fully utilise FTAs

People Leadership

- Foster a team culture in line with the Ministry's values
- Help mentor team members by fostering high standards in the quality of outputs and ensuring a culture of learning, sharing experiences and constructively challenging thinking
- Using the Learning and Career Development Framework, policies and programmes, identify and encourage team members to develop specialised skills, knowledge and experience in priority areas as required to deliver the Ministry's Strategic Framework

Business and Programme Management

- Provide direction for budget expenditure of TEG's contestable fund for leveraging FTAs and addressing NTBs
- Support the preparation and implementation of the unit's strategic and business planning processes

Relationship Management

- Develop and maintain relationships with key internal and external stakeholders in order to advance the division's objectives

Policy Development and Delivery

- Develop policy advice on issues relevant to the division
- Bring new ideas into policy discussions
- Contribute to developing strategic views on policy advice, collaborating as required with other policy divisions
- Complete rigorous review of advice to ensure quality and consistency
- Represent the Ministry in policy discussions, advocacy meetings, and domestic outreach, as required
- Lead or participate in New Zealand delegations for bilateral, regional and international meetings and negotiations

Ministerial Servicing

- Ensure the unit's input to the Executive Services Division is given the necessary priority and meets the high standard required

Organisational Responsibilities

- Understand the Ministry's Strategic 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
- 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 Senior Policy Adviser – Leveraging , FTA Boost Unit will have the following experience, skills and knowledge:

Experience:

- A minimum of 4 years' experience in policy or equivalent private sector experience is required,
- Prior experience working with business and across government desirable
- A relevant academic background in economics, trade, public diplomacy, law and/or other relevant disciplines is desirable.
- Prior experience undertaking descriptive quantitative analysis is preferred
- Previous experience in trade, with a focus on leveraging trade agreements is desirable
- Previous experience in commissioning and procuring research from a range of consultants
- Intellectually curious, with an interest in using evidence to support policy advice
- Ability to plan and deliver a project on time and to a high quality
- Ability to think strategically and see linkages between different streams of work
- Ability to build, maintain and leverage relationships with key internal and external contacts
- Excellent written and verbal skills
- Ability to work effectively with a diverse group of people from a range of cultures and backgrounds
- Strong project management skills, planning and organising skills, and the ability to manage a work programme
- A strong understanding of the Government decision making process
- Financial and business planning skills and knowledge desirable
- Strong qualitative and quantitative analytical skills
- Ability to work effectively with colleagues across the group and wider
- A high level of judgement and decision making skills.
- Sound understanding of tikanga and Te Tiriti o Waitangi principles

Relationships - Pātahitanga

The Senior Policy Adviser – Leveraging position is required to build and maintain the following relationships:

Within the Ministry:

- Divisional manager
- Unit Manager
- Division staff
- Bilateral divisions and posts
- Other MFAT staff, both onshore and offshore.

Outside the Ministry:

- Minister/s
- Exporters
- Other government departments and agencies

- Diplomatic missions
 - Business, regional and international organisations, Māori and the wider community.
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Delegations - Whakatautapatanga

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

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