

Position Description

Position Title - Ingoa Tūranga

Event Coordinator and Visit Adviser (400107)

Group - Puni

Multilateral and Legal Affairs Group (MLG)

Division - Tānga

Protocol

Reports to - Menetia

Unit Manager, Visits and Events (VELU)

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 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 hāpori, 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 role is responsible for coordination of New Zealand visits and events including Protocol hosted events with the Diplomatic Corps, assisting on events and providing surge capacity to VELU Project Managers (on the effective delivery of logistical aspects of their portfolio of major inwards and outwards visits for which the Ministry has responsibility). The Coordinator also leads on the delivery of Credential ceremonies for incoming Heads of Mission.

Key Accountabilities - Kawenga Matua

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

- Deliver Credentials ceremonies for incoming Heads of Mission at Government House
- Support the MFAT Guest of Government (GoG) schedule (including virtual meetings), ensuring the Divisions update the schedule as the visits details change, keeping the schedule updated, reviewing the schedule in consultation with the Unit Manager, and regularly distributing the schedule to NZ Inc. delivery partners and stakeholders
- Advise on GOG/PGOG/FGOG eligibility and cover; programme and logistics; estimated costs; and coordination of DIA's review of the Divisions submission to Ministers for approval
- Liaise with NZ Inc. delivery partners and stakeholders on MFAT Guest of Government logistical issues, and coordinating engagement between Divisions and NZ Inc. delivery partners
- NZ based visits and events – prepare and provide end to end coordination of NZ based visits and events including Protocol hosted events (event/visit brief, work streams, milestones, budget, visits itineraries and programmes), and deliver the projects to scope, on time and within budget
- Coordinate the sourcing and management of NZ based external venue, accommodation, event management and catering providers for projects allocated to VELU, including managing the procurement processes of those arrangements (quote/tender, contract drafting, negotiation and review by COD and CLU)
- Lead and provide on the ground logistical support for NZ based visits and events
- Escalate potential health and safety or visits/logistical risks to the Unit Manager with recommendations on risk mitigations and resolutions on behalf of the team
- Provide, as agreed with the Unit Manager, surge capacity to VELU Project Managers in relation to significant on-shore and offshore events within their portfolio, including associated administrative tasks for those events
- Support the Unit Manager to manage VELU's emails and notifications to Divisions on prioritisation of Head of State or Head of Government visits, the Governor-General's travel programme, and various reporting schedules and registers
- Build MFAT capability in conjunction with VELU Project Managers, improved logistical and event project management tools, processes and documentation, including preparation and delivery of regular project reports, to improve effective project management
- Deliver other ongoing VELU commitments (baseline work) to achieve PRD goals

Organisational Responsibilities

- 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.
- 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 Event Coordinator and Visit Adviser will have the following experience, skills and knowledge:

- A relevant tertiary qualification is preferred, or equivalent experience
- Experience in visits and event coordination in either Government or private sector
- Experience in events health and safety
- Excellent administration and planning skills
- Clear communicator – sound written and verbal skills
- Customer focused and proven experience providing high quality professional service
- Attention to detail, and ability to deal with ambiguity
- Ability to maintain a calm and professional attitude in challenging situations
- Ability to build, maintain and leverage relationships with internal and external peers/contacts
- Sound understanding of the machinery of Government and the Government decision making process
- Sound judgement and decision making skills
- Sound understanding of tikanga and Te Tiriti o Waitangi principles

Relationships - Pātahitanga

The Event Coordinator and Visit Adviser position is required to build and maintain the following relationships:

Within the Ministry:

- Chief of Protocol
- Unit Manager VELU
- All Ministry divisional managers
- Other MFAT staff, both onshore and offshore

Outside the Ministry:

- Government House
- DPMC and Ministers' Office
- Visits and Ceremonial Office (DIA)
- Other government departments and agencies (e.g. Police, Defence, MCH, Government House, MBIE)
- Diplomatic missions in New Zealand and offshore
- Business, academia, regional and international organisations and institutions, Maori and the wider community
- Events management service providers
- Hospitality industry
- Orbit
- Conference venues throughout New Zealand

Delegations – Whakatautapatanga

- There are no people management responsibilities associated with this role.
- Delegations are set out in the Ministry's Instrument of Delegation.

Mandatory Role Requirements - Whakaritenga Tūrangā 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 2024-2028**
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>