

Position Description

Position Title - Ingoa Tūranga
Policy Adviser

Group - Puni
Asia and Americas Group

Post – Te Aka Aorere
Honolulu

Reports to - Menetia
Deputy Head Of Post

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

A core focus of the Consulate's work is to maintain a network of relationships with Indo-Pacific Command (INDOPACOM), and supporting Component Commands, with the objective of better understanding the United States' approach to regional risk management and explaining the implications for New Zealand. The Consulate is also responsible for managing New Zealand's diplomatic relationships with the North Pacific – i.e. Palau, Republic of the Marshall Islands, and the Federated States of Micronesia. Looking for opportunities to support and thicken New Zealand's relationships (both in Hawai'i and the North Pacific) is a central component of the Consulate's mission.

The Policy Adviser plays a key role in supporting outreach with military and civilian contacts in Hawai'i; engagement with North Pacific partners; and management of the NZD1.5 million North Pacific Development Programme. The role would suit an applicant who has a sound understanding of New Zealand's Indo-Pacific interests and an appreciation of the complexity and risk inherent in the geo-strategic challenges in the region. Previous experience working on national security / foreign policy / development issues would be an advantage, as would New Zealand citizenship.

Key tasks include:

- Building and maintaining networks across Honolulu and in the countries of accreditation.
- Preparing briefing and drafting formal reports.
- Research and analysis.
- Advocating for New Zealand's interests.
- Monitoring, evaluation, and reporting on development projects.
- Supporting planning and delivery of visits and events.
- Attending representational events, as required.

Please note that this role occasionally requires travel to countries of accreditation.

Key Accountabilities - Kawenga Matua

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

- Post-specific: Defence/Security:
 - With the Head of Post and Deputy, expand links with PACOM and other US military agencies based in the State of Hawai'i in coordination with the NZ Embassy in Washington, the New Zealand Defence Force, Ministry of Defence and relevant MFAT Divisions.
 - Leverage the Consulate's privileged access to US military, intelligence, and diplomatic contacts to generate insights on issues of interest to New Zealand.
 - Promote the value proposition New Zealand brings to the US-NZ bilateral security partnership.
 - Identify/support opportunities for greater US/NZ defence and security cooperation.
 - Engage with civil society, academic institutions, and relevant international partners to build expertise on Indo-Pacific issues.
 - Monitor and report on strategic and political-security developments and their implications for New Zealand interests.
- Post-specific: Bilateral/Development:
 - With the Head of Post and Second Secretary strengthen New Zealand's bilateral partnerships with Palau, the Republic of Marshall Islands, and the Federated States of Micronesia. Identify/support opportunities for greater bilateral cooperation.
 - Support Head of Post and Second Secretary in managing New Zealand's development programmes across countries of accreditation.
 - Engage with governments, civil society, academic institutions, and relevant international partners to better understand the implications of trends occurring in the North Pacific.
 - Monitor and report on development, economic, strategic and political trends occurring in the region.
- Relationship Management
 - Establish and maintain access and influence: research, identify, purposefully target and build the support of key contacts, enhancing New Zealand's influence.
 - Effectively use and contribute to the post's map of relationships that matter: senior military officers, decision-makers, policy-makers, analysts, thinkers and influencers.
- Delivery
 - Contribute as directed by the Head of Post to the Consulate's work programme to achieve strategic priorities and high level outcomes.
 - Gather information, analyse and report on issues relevant to the Consulate's work programme. Identify and recommend processes for resolving problems and generating efficiencies.
 - Encourage an environment where existing assumptions and policy approaches are regularly tested and constructively challenged. Introduce new perspectives to policy discussions.
 - Represent New Zealand in policy discussions, advocacy meetings, negotiations and public diplomacy activities.

- Visits and Events
 - Assist as required in the development and management of visits and events.
 - Escort visitors and ensure accurate reporting and effective follow-up on all matters.
- 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 post operates, including understanding the priorities and perspectives of ministers, partner agencies and external stakeholders.
 - Contribute to the preparation and reporting requirements of the Ministry's accountability documents.
 - Contribute to the post's consular and office management responsibilities, including security responsibilities, as required.

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

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

- Experience:
 - Experience developing and providing policy advice.
 - Proven ability to undertake detailed research and analysis.
 - Demonstrated leadership acumen, including:
 - Experience in the delivery of thought/policy leadership including the independent production of high quality analytical work.
 - Demonstrated self-awareness and self-improvement focus.
 - The ability to bring out the best performance in others, including setting expectations, providing feedback, encouraging high performance, and addressing underperformance.
 - Success in working effectively as part of a small team to pressured deadlines.
- Skills and knowledge:
 - Sound understanding of the New Zealand-United States relationship and the security, political, economic and social structures of the United States.
 - Good understanding of the Pacific, particularly the security challenges in the region.
 - Good judgment and decision making skills with the ability to think strategically and see linkages between different streams of work and to research and analyse issues to develop appropriate recommendations.
 - Ability to convey complex information logically and concisely in both written and oral forms.
 - Ability to build, maintain and leverage relationships with key internal and external contacts and the ability to work effectively with a diverse group of people from a range of cultures and backgrounds.
 - Strong planning and organising skills.
 - Ability to work effectively with colleagues within the Division, Post, network and wider Ministry.
 - A good understanding of the machinery of Government and the Government decision making process.
 - Sound understanding of tikanga and Te Tiriti o Waitangi principles.

Relationships - Pātahitanga

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

- Within the Ministry
 - Head of Post, Deputy Head of Post and Second Secretary
 - Divisional and Unit Manager AMER
 - MFAT Divisions with a stake in Consulate outputs
 - Other MFAT staff, both onshore and offshore
- Outside the Ministry
 - Representatives of other government departments and agencies, especially MOD and NZDF.
 - Military and civilian contacts at PACOM and supporting Component Commands
 - Business, academia, regional and international organisations and institutions, Maori and the wider community

Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- You must hold New Zealand, US or Australian citizenship.
 - You must be able to hold and maintain an appropriate New Zealand Government Security clearance.
 - You must have a full, valid Drivers Licence and be comfortable self-driving and driving visitors to and from meetings.
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