

Position Description

Position Title - Ingoa Tūranga

Lead Advisor - Compliance and Enforcement
New Zealand Sanctions Unit

Group – Puni

Multilateral and Legal Affairs Group

Division – Tānga

Legal Division

Reports to – Menetia

Head of Sanctions

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 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 New Zealand Sanctions Unit (NZSU) is responsible for implementing sanctions measures under the Russia Sanctions Act 2022 and United Nations sanctions regimes. As New Zealand's sanctions regulator, NZSU provides oversight of the sanctions regulatory system and delivers responsive, intelligence-led and risk-based regulatory activity to maximise the effectiveness of sanctions measures and support New Zealanders to comply with sanctions law.

The Lead Advisor - Compliance and Enforcement is responsible for reducing the harm arising from sanctions breaches and sanctions evasion, while strengthening trust and confidence in regulated sectors. The role delivers robust, intelligence-led supervision and compliance monitoring, supports effective regulatory and enforcement responses, and provides high-quality strategic and operational advice. It also leads the development and maintenance of compliance policies, guidance, operational products and procedures that underpin the effective functioning of the sanctions regulatory system.

Success in this role requires the ability to influence and collaborate across government agencies. You will work closely with more than a dozen domestic and international partner agencies, each with distinct responsibilities for implementing, monitoring and enforcing sanctions measures. You will chair and coordinate an interagency working group that supports the Sanctions Governance Group, and you will represent NZSU in interagency forums, projects and international engagements.

The role also leads and supports stakeholder outreach initiatives, working closely with NZSU staff and external partners to improve understanding of sanctions obligations and promote voluntary compliance. You will play a key role in the development of guidance, education and communication products, while also contributing to policy, legal and strategic work programmes as required.

This is a role with both strategic and operational dimensions, encompassing domestic and international responsibilities. It would suit an individual with significant experience in regulation, compliance, law enforcement, intelligence, investigations, or regulatory stakeholder engagement.

As a senior member of a small team, you will work closely with the Head of Sanctions, the Lead Legal Adviser, and colleagues from across MFAT to support the effective delivery of New Zealand's sanctions regulatory system. You may also be requested to participate in MFAT emergency responses as required. This may include work outside of normal hours.

Key Accountabilities - Kawenga Matua

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

Regulatory design

- Lead the development of strategic and operational regulatory tools, policies, procedures, advice, operating models, and MFAT's compliance approach.
- Maintain situational awareness of potential sanctions breaches, evasion activity, and emerging compliance risks. Produce strategic and operational assessments of regulatory risks, trends, and issues.
- Analyse complex regulatory, compliance, and enforcement issues, and deliver high-quality briefings, assessments, and advice to decision-makers.
- Review and continuously improve standard operating procedures, reporting frameworks, and compliance products.

- Monitor and evaluate the effectiveness of legislation, operational policies, and regulatory practices, identifying opportunities for improvement.
- Translate legislative and policy changes into effective operational policies, procedures, standards, controls, and guidance for internal and external stakeholders.
- Lead and coordinate improvements to the sanctions regulatory environment, including systems, processes, and operating practices.
- Provide peer review and quality assurance for policy, legal, communications, and operational work streams as required.
- Lead or support the development, review, and maintenance of guidance and educational materials in collaboration with partner agencies and stakeholders.

Compliance Activities

- Lead intelligence-led, risk-based compliance and enforcement activity, ensuring regulatory responses are targeted, proportionate, legally compliant, and responsive to emerging risks.
- Establish and maintain a sanctions intelligence and risk picture through the effective collection, analysis, and dissemination of information to support regulatory priorities, operational activity, and enforcement decision-making.
- Develop and implement compliance strategies, interventions, and operating procedures to address high-risk non-compliance and strengthen the effectiveness of the sanctions regulatory system. Monitor relevant AML/CFT, sanctions, and financial crime developments, forums, and emerging risks, ensuring their implications for sanctions functions are identified and communicated.
- Foster effective information-sharing arrangements with partner agencies to support sanctions compliance, monitoring, and enforcement outcomes.
- Support the continuous enhancement of compliance and enforcement practices through the identification of emerging risks, trends, and lessons learned.

Risk assessment

- Lead NZSU's understanding of sanctions-related risk by monitoring and analysing emerging threats, compliance trends, vulnerabilities, and developments across the domestic and international sanctions environment.
- Develop and maintain a comprehensive sanctions risk and intelligence picture to support regulatory prioritisation, operational decision-making, compliance activity, and enforcement outcomes.
- Build and maintain effective information-sharing arrangements across MFAT and partner agencies to strengthen situational awareness and support coordinated regulatory responses.
- Identify, assess, manage, and report on regulatory, operational, and strategic risks, and provide quality assurance and peer review of analytical products and assessments.

Investigations

- Assess reports, intelligence and compliance information and make recommendations, with stakeholders, on whether enforcement action and investigations are required.
- Carry out or assist with investigations, if required, in accordance with relevant standard operating procedures
- Participate in and/or lead cross-agency and cross function investigations as required.

Relationship management & Stakeholder Engagement

- Build and maintain productive relationships with key stakeholders across government, law enforcement, regulatory agencies, and international partners to support the effective implementation of New Zealand's sanctions system.
- Foster collaboration, information sharing, and coordinated responses across agencies to address sanctions risks, compliance issues, and emerging regulatory challenges.
- Represent NZSU in interagency forums, stakeholder engagements, and outreach activities, providing expert advice and promoting awareness of sanctions obligations and expectations.
- Support the design and delivery of stakeholder engagement, education, and communication initiatives that strengthen compliance and regulatory effectiveness.

Leadership

- Support the Head of Sanctions and Lead Advisor - Legal in the strategic leadership, planning, and delivery of NZSU's work programme and priorities.
- Act as a senior subject matter expert, providing authoritative advice and specialist expertise on complex sanctions, regulatory, compliance, and enforcement matters.

- Foster a high-performing team culture through coaching, mentoring, knowledge-sharing, and capability development.
- Contribute to strategic and business planning, providing robust advice to support organisational objectives and effective regulatory outcomes.
- Identify, assess, and manage regulatory and operational risks, escalating significant issues and recommending appropriate mitigations.

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 Lead Advisor – Compliance and Enforcement, New Zealand Sanctions Unit will have the following experience, skills and knowledge:

Qualifications

- Relevant post graduate degree or conjoint/double undergraduate degree.
- Regulatory, law enforcement, intelligence and/or legal experience.

Skills, knowledge and experience

- Experience/qualifications in one or more of the following: regulation; compliance monitoring; criminal investigation; intelligence functions; risk management; law
- Comprehensive experience working in a risk-based regulatory and compliance function/role
- Demonstrated competence in investigations and in preparation of evidential or factual accounts
- Ability to interpret legislation and other technical information and apply it in an operational context
- Experience in providing training, coaching and mentoring to staff/colleagues
- Considerable experience in engaging with the business sector
- Expert understanding of regulatory and compliance functions and purpose
- Significant experience in creating guidance and education materials
- Strong inter-personal skills and the ability to contribute to and work within a team
- Ability to think strategically and contribute to group decision making
- 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
- A high level of judgement and decision-making skills
- Sound understanding of tikanga and Te Tiriti o Waitangi principles preferable

Relationships - Pātahitanga

The Lead Advisor – Compliance and Enforcement is required to build and maintain the following relationships.

Within the Ministry:

- Divisional Manager and Unit Manager
- Other MFAT staff, both onshore and offshore

Outside the Ministry:

- Other government partner agencies, specifically the New Zealand Police, and other domestic/international law enforcement, sanctions, AML/CFT agencies

Delegations - Whakatautapatanga

- The role has no 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.

References

- **Ministry's Strategic Intentions** - <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>
- **Russia Sanctions** - <https://www.mfat.govt.nz/en/countries-and-regions/europe/ukraine/russian-invasion-of-ukraine/sanctions>
- **United Nations Sanctions** - <https://www.mfat.govt.nz/en/peace-rights-and-security/un-sanctions>