

Position Description

Position Title - Ingoa Tūranga

Treaty Support Officer (P400110)

Group - Puni

Multilateral and Legal Affairs Group (MLG)

Division - Tānga

Legal Division (LGL)

Reports to - Menetia

Unit Manager, General International Law 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/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 Treaty Support Officer provides administrative support to MFAT's Legal Division including the areas of international treaty-making and research, private international law, and mutual legal assistance. This is a fixed term opportunity working 10-15 hours per week until 30 June 2027, as the Treaty Support Officer will be required to assist in the delivery of the International Treaties List in the first half of 2027. The position will also assist in data migration from the current NZ Treaties Online website before July 2027. The position is suitable for someone currently studying law and looking for an opportunity in an intern type role to apply their theoretical learning in a practical environment.

The Ministry supports a range of flexible work options as the default setting for all positions.

Key Accountabilities - Kawenga Matua

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

Treaty-making process and legal support

- Delivery of the International Treaties List in the first half of 2027;
- Support to the Treaty Officer in the area of international treaty-making;
- Support formatting, printing and binding treaty and arrangement texts in preparation for signature;
- Assisting with publication of treaties in the New Zealand Treaty Series and presentation to the House of Representatives;
- Maintenance and updating of the New Zealand Treaty Archive and New Zealand Treaties Online (www.treaties.mfat.govt.nz) and data migration from New Zealand Treaties Online;
- Support responding to treaty-related enquiries from the public and other government agencies;
- General legal research and legal assistance for members of Legal Division.

Mutual legal assistance, extradition, and private international law

- Support management of cases in the above areas and work with relevant legal officers to keep them informed of relevant updates;
- Manage the register for private international law, and cover for mutual assistance and extradition requests;
- Prepare letters and third person notes for private international law and cover for mutual legal assistance, extradition;
- Receive and transmit documents from overseas posts, local agencies, and local foreign missions;
- Liaise with overseas posts and relevant departments.

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.
- Treating information as taonga, and creating reliable and trustworthy records in approved systems so that they can be found and used by others
- Participate in Ministry-wide projects and emergency responses as required.

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

The Treaty Support Officer will have the following experience, skills and knowledge:

Skills, Knowledge & Experience:

- An understanding of the basic principles of international law – enrolled in Bachelor of Laws (LLB) degree
- Excellent attention to detail
- Demonstrates initiative
- Ability to plan and organise workload in a busy environment
- Well-honed digital technology skills with an emphasis on the Microsoft Office suite of products
- Ability to work autonomously in an environment with challenge deadlines
- Experience/Desire to undertake research tasks.
- Understanding of the machinery of government and government processes (desirable)
- Engaging and motivated individual with a desire to learn and grow
- Strong written and verbal communication skills
- Interpersonal skills and an ability to work with a diverse range of people internally and externally.
- Sound understanding of tikanga and Te Tiriti o Waitangi principles

Relationships - Pātahitanga

The Treaty Support Officer position is required to build and maintain the following relationships:

Within the Ministry:

- Across the Legal Division
- Other MFAT staff as required

Delegations - Whakatautapatanga

- The role will not hold any delegations.

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 2021-2025**

Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>