

Position Description

Position Title - Ingoa Tūranga
International Law Specialist

Group - Puni
Multilateral and Legal Affairs Group (MLG)

Division - Tānga
Trade Law Unit (TLU)/Legal Division (LGL)

Reports to - Menetia
Unit Manager, Trade Law

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 International Law Specialist is responsible for providing sound analytical and legal advice and output in support of the government's objectives for New Zealand's international relations. This role is in the Trade Law Unit (TLU), with potential in the future to work in other parts of the Legal Division (in the General International Law Unit (GIL) or the Oceans, Environment and Antarctica Law (OEA) Unit).

The Legal Division provides advice in relation to the legal frameworks that underpin most of New Zealand's international economic and political relationships; and in the many negotiations being pursued to enhance New Zealand's economic, political and security interests in fields such as trade, fisheries and oceans, environment, human rights, counter-terrorism, disarmament, and cyber security.

It is more important than ever that New Zealand's independent voice is heard and its diplomatic and negotiating presence is enhanced.

The Trade Law Unit is a key part of the Ministry's work in these areas. Its work has increased due to:

- the turbulent context around trade rules and trade policy and need to support the rules-based trading system.
- the government's policy priorities across a broad range of portfolios, which require ongoing advice and input on trade law matters including working with other agencies.
- the need to provide legal input into the expanding trade negotiating and implementation agenda.
- a need to engage and consult with stakeholders around trade rules and trade agreements, particularly Māori.

The Trade Law Unit leads New Zealand's participation in WTO and FTA disputes. This involves participating in ongoing WTO cases as a third party and engaging with bilateral and thematic teams considering the non-tariff barriers faced by New Zealand exporters in other markets.

Key Accountabilities - Kawenga Matua

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

Role specific

- Provide timely, strategically sound and accurate legal analysis and policy advice that supports Ministry and government trade priorities
- Negotiate international trade-related instruments, ensuring the provision of strategic input to help shape the New Zealand position
- Provide legal advice in relation to compliance with and implementation of New Zealand's international trade law rights and obligations
- Contribute to the unit's involvement in international dispute settlement processes (e.g. WTO disputes and FTA disputes).
- Contribute to the unit's delivery of its planned and agreed activity stream
- Demonstrate the organisation's values, goals, policies and procedures in all aspects of work

Relationship Management

- To influence decision-makers, policy-makers and thinkers to advance the unit's objectives

Policy Development and Delivery

- Contribute to the development and delivery of robust legal advice through working on complex multi sector issues with significant sensitivity and risk; identify and recommend processes for resolving problems
- Provide policy leadership within the unit on projects which advance the unit's objectives
- Manage a varied and substantive work programme, demonstrating expertise in policy prioritisation in accordance with the Ministry's strategic priorities
- Complete rigorous peer review of advice to ensure quality and consistency
- Encourage an environment where existing assumptions and policy approaches are regularly tested and constructively challenged
- Advocate New Zealand interests and positions to other governments and New Zealand government agencies and report on outcomes
- Represent the Ministry in policy discussions, advocate as required at meetings, and engage in domestic outreach
- Take part in or lead New Zealand delegations for bilateral, regional and international meetings and negotiations

Ministerial Servicing

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

Knowledge Management

- 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.

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.

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

The International Law Specialist will have the following experience, skills and knowledge:

Experience:

- A minimum of a Bachelor of Laws including some study of international law or trade law. Post-graduate degree in international law would be desirable.
- 2-3 years experience as a lawyer or legal adviser with experience in trade law, international law, litigation or a combination of trade law and trade policy experience being particularly valuable.
- Experience representing NZ in international forums is desirable
- A good understanding of the machinery of government and the government decision making process

Skills and knowledge:

- Track record of creating practical solutions to complex and ambiguous problems
- Strong communication skills both written and verbal with the confidence and ability to connect with a range of stakeholders at varying levels, both internally and externally.
- Strong planning and organising skills
- Strong qualitative and quantitative analytical skills
- Ability to work effectively with colleagues within the division
- Good judgment and decision making skills
- Strong negotiation and influencing skills
- Ability to think strategically and see linkages between different streams of work
- Strong skills in legal analysis and an ability to communicate legal concepts and analysis clearly and effectively
- Presentation skills and the ability to brief senior people verbally
- Ability to build, maintain and leverage relationships with key internal and external contacts
- Competent in Microsoft Office suite of products
- Sound understanding of tikanga and Te Tiriti o Waitangi principles

Relationships - Pātahitanga

The International Law Specialist position is required to build and maintain the following relationships:

Within the Ministry:

- Unit Manager
- LGL Division and TEG group staff
- Other MFAT staff, both onshore and offshore
- Minister's offices

Outside the Ministry

- Other New Zealand government departments and agencies
- Stakeholders (e.g. from business and academia)
- Delegates from foreign governments and relevant inter-governmental organisations

Delegations - Whakatautapatanga

- 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.
 - Have a Legal degree and have completed the Professional Legal Studies course (Profs).
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References

- **Ministry's Strategic Intentions**

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