

Position Description

Position Title - Ingoa Tūranga

Policy Adviser (Trade) [403559]

Post – Te Aka Aorere

New Zealand Embassy, Washington DC

Reports to - Menetia

Counsellor (Trade), Washington DC

About the Embassy

The Embassy represents the New Zealand Government in the United States of America.

We take a distinctively New Zealand approach, reflecting our diversity and heritage and the Ministry of Foreign Affairs and Trade (MFAT) values.

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

We recognise 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 Embassy in Washington DC represents the New Zealand Government in the United States. You will be part of the Embassy's trade and economic team charged with delivering on New Zealand's trade and economic policy objectives in our bilateral relationship with the US.

This role has a key part to play in building a more prosperous, resilient and sustainable future for all New Zealanders, and with a particular focus on growing export value and resilience. The New Zealand bilateral relationship with the United States is important, dynamic and consequential. The US is our second largest export market. You will be joining a highly motivated team that provides the New Zealand Government with the highest quality advice about US trade and economic policy developments, with a view to ultimately achieving the best possible outcomes for New Zealand.

The Policy Adviser contributes to the advancement of these objectives by supporting the trade and broader embassy team's engagement with US Administration officials, Congressional staff, the diplomatic corps and non-governmental actors, especially in the business, civil society and think-tank community.

Key Accountabilities - Kawenga Matua

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

- Identify, research, analyse and report on key trade and economic issues and emerging trends of interest/relevance to New Zealand. This could relate to tariffs and non-tariff barriers, space trade, defence trade, agriculture trade, investment, digital trade, tax, energy, indigenous trade issues, environment and climate issues, US trade and economic relations with third countries, US engagement in important regional and international fora such as the WTO, OECD, G20, APEC.
- Effectively develop and maintain contacts that contribute to the Embassy's map of relationships that matter: decision-makers, policy-makers, thinkers and influencers, across the US Government, the DC diplomatic network, and representatives from NZ and US industry, think-tanks and civil society.
- Support official calls and travel, including preparing briefing for meetings.
- Respond to policy enquiries from the public and government agencies.
- Contribute to the Embassy's communications and public diplomacy efforts.
- Attend relevant representational and other events (e.g. briefings, workshops, round-tables) on behalf of the Embassy.
- Monitor, analyse and make use of media sources to stay informed on current events relevant to the NZ Government bilateral and regional relationships.
- Contribute to Embassy projects, planning and emergency response situations.

Organisational Responsibilities

- Understand MFAT's strategic priorities and high-level outcomes framework and how this role contributes to the framework.
- Understand and apply the strategic context in which MFAT 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 MFAT'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 Embassy-wide projects and emergency responses as required.
- The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description and within their experience and capabilities from time to time, including back up support to other staff.

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

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

- Relevant tertiary qualification, with a minimum of three years' experience working within government, the private sector or other relevant organisation.
 - Excellent written oral and communication skills, with experience in developing policy advice an advantage.
 - Strong achievement/delivery focus, meeting high standards including accuracy and attention to detail.
 - Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure.
 - Ability to work autonomously and within guidelines, demonstrating the use of sound judgement and initiative.
 - Ability to synthesise a wide range of information and think critically and analytically.
 - Ability to anticipate issues and problems and provide effective solutions.
 - Ability to build and maintain effective relationships.
 - Sound understanding of tikanga and Te Tiriti o Waitangi principles.
 - Competence in Microsoft Office Suite, including strong skills in Outlook, Word and Excel.
 - Ability to take a flexible and dynamic approach, and to work well within a high performing and supportive team
 - Personal integrity and an honest and ethical approach
 - Understanding of The Treaty of Waitangi/Te Tiriti, Te Reo Māori and Māori customs and protocols would be beneficial.
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Relationships - Pātahitanga

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

Within the Embassy:

- Trade Counsellor (line manager).
- Ambassador and Deputy Head of Mission.
- All the Embassy teams including NZ Inc agencies (e.g. New Zealand Trade & Enterprise, Ministry of Business, Innovation & Employment, and NZ Customs, amongst others).

Outside the Embassy:

- US Government officials, primarily at the US Office of the Trade Representative, Department of State, Department of Commerce, Department of the Treasury and the White House.
- Congressional staff.
- Local contacts from think tanks and academia, NGOs/civil society.
- Local contacts from US and NZ business organisations
- Peers in other diplomatic missions.
- MFAT and NZ Inc staff at other New Zealand missions in the US.
- Relevant MFAT and NZ Inc staff based in New Zealand.
- Network of NZ Honorary Consuls.

Delegations - Whakatautapatanga

- The role is not responsible for the management of any 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 or New Zealand Permanent Resident.
- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.

References

- **Ministry's Strategic Intentions**
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>