

# Position Description

## Position Title - Ingoa Tūranga

Lead Adviser – Climate Change (P400958)

## Group - Puni

Pacific Development Group

## Division - Tānga

Development People and Planet Division (DEVPP)

## Reports to - Menetia

Unit Manager, Climate Change and Environment – Policy

### 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 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/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 Climate Change and Environment Unit provides specialist technical and policy advice on climate change and environment issues within the Pacific and Development Group and to the wider Ministry. The Unit also leads delivery of large portfolio of bilateral, regional and multilateral climate and environment activities in the Pacific and beyond.

New Zealand has an ongoing commitment to support developing countries and our Pacific partners in their response to climate change and environmental challenges. The Lead Adviser plays a critical role in shaping and delivering New Zealand's international development cooperation programme especially in the climate change and the environment thematic area.

The Lead Adviser Climate Change and Environment will:

- Demonstrate leadership by working through complex and challenging climate change and environment policy and development issues, as well as coaching and mentoring staff to enhance their policy, advisory and activity delivery skills.
- Work collaboratively across the Ministry and with external national, regional and international partners to ensure New Zealand's development investments are effective, aligned with policy priorities, and contribute to sustainable development outcomes
- Support (and sometimes lead) delivery of the Unit's portfolio of climate change and environment IDC activities
- Be expected to travel periodically.

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### Key Accountabilities - Kawenga Matua

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

#### Role Specific

- Lead analytical, policy and advisory functions at a senior level across the range of climate change, environment and development issues that PDG works on;
- Provide thought leadership on the development of high-impact IDC investments particularly focusing on the Pacific region, and lead the delivery of significant climate change and environment activities;
- Provide specialist strategic, technical and policy advice and influence decisions and discussions within PDG, across MFAT, the wider New Zealand public service, and a wide range of external partners using your expertise and credibility as a climate change / environment expert; and
- Help to define and deliver the team's work to provide insights on climate change and environment in the international development context (and particularly in the context of Pacific Island countries).
- Ensure that the climate change and advisory capability within the Unit, and shared across MFAT, is continually improved.
- Lead collaboration efforts across the Ministry and with external partners.
- Deputise for Unit Managers as required.

#### Strategic Policy and Programme Leadership

- Lead the development of strategic policy advice and insights on climate and environment-related international development issues.
- Provide thought leadership and innovation in policy design, implementation, and evaluation.
- Contribute to the division's delivery of its planned activity stream, aligning with strategic priorities and high-level outcomes.
- Coach and mentor staff, fostering high standards, collaboration, and a culture of learning.

#### Political Acumen and Public Service Responsibilities

- Demonstrate sound judgement and awareness of political context when providing advice and making decisions.
- Foster strong working relationships across the Group and Ministry, optimising the impact and quality of the IDC Programme.
- Navigate complex stakeholder environments with tact and professionalism.
- Uphold the principles and values of the New Zealand Public Service.
- Ensure advice and actions reflect the Ministry's obligations under Te Tiriti o Waitangi and contribute to public trust and confidence.

#### IDC Programme Policy, Planning and Delivery

- Lead or contribute to the design of development investments using the Five Case Model and intervention logic.

- Ensure activities align with the IDC Priorities Framework and PDG Plan.
- Provide strategic oversight of programme and activity risks, budgets, and performance.
- Support procurement and partnering processes.
- Apply strategic evaluation and risk analysis to inform investment decisions.
- Apply programme design tools such as theories of change, log frames, and results-based management.
- Lead and commission monitoring, evaluation, research and learning (MERL) frameworks and use evidence to inform policy and programming.
- Integrate safeguarding and inclusion principles, including gender, disability, and child protection standards.
- Incorporate climate resilience and environmental sustainability into programme planning and advice.

### International Engagement, Stakeholder Management and Representation

- Represent the Ministry in policy discussions, advocacy meetings, and international forums.
- Lead or participate in New Zealand delegations for bilateral, regional, and multilateral meetings and engagements.
- Build and maintain strategic relationships with internal and external stakeholders.
- Advocate for New Zealand's international interests and positions.

### Ministerial Servicing

- Prepare high-quality ministerial briefings and responses, ensuring alignment with policy and strategic activities.

### 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.

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

The Lead Adviser Climate Change will have the following experience, skills and knowledge:

#### Qualifications:

- Relevant graduate degree (e.g. international relations, climate change / environment, development studies, economics, public policy).
- A post-graduate degree is desirable.

#### Experience:

- Significant relevant experience, ideally working on climate change and/or environment-related issues
- Significant strategic policy experience and excellent policy development skills
- Demonstrated experience in international development policy and programme design (with a focus on climate change/environment preferred);
- Experience representing New Zealand in international or regional forums
- Experience leading complex policy initiatives or investment planning
- Proven experience in mentoring and capability development

#### Skills and knowledge:

- Strong understanding of international development policy frameworks
- Proficient in applying the Five Case Model and Intervention Logic
- Strong planning, organising and stakeholder engagement skills
- Excellent written and verbal communication skills.
- Skilled in strategic risk analysis, performance evaluation, and partner engagement.
- Strong interpersonal skills with an ability to work successfully with a diverse range of people internally and externally.
- A high level of judgement and decision-making skills.

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- Understanding of the Machinery of Government and the Government decision making process.
  - Experience working in the Pacific and with Pacific partners (preferred).
  - 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 Lead Adviser Climate Change and Environment is required to build and maintain the following relationships:

Within the Ministry:

- Ministry senior managers
- Other MFAT staff, both onshore and offshore
- Heads of Mission
- Deputy Secretary PDG

Outside the Ministry:

- Business, academia, regional and international organisations and institutions,
  - Maori, Pasifika and wider community stakeholders
  - Other government departments and agencies
  - Partner governments (with a Pacific focus) and their diplomatic missions
  - Relevant regional and/or multilateral organisations operating within the climate change and environment areas
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#### Delegations - Whakatautapatanga

- Delegations are set out in the Ministry's Instrument of Delegation.
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#### Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- You must hold New Zealand citizenship or permanent residency.
  - You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.
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#### References

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