

Position Description

Position Title - Ingoa Tūranga

Senior Adviser, IDC Transparency [402495]

Group - Puni

Pacific and Development Group

Division - Tānga

Development Capability and Insights

Reports to - Menetia

Unit Manager, Development Data and Systems

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 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

Pacific and Development Group (PDG) leads an integrated approach to New Zealand's diplomatic and development engagement with Pacific countries and is responsible for the delivery of New Zealand's International Development Cooperation (IDC) programme (formerly the NZ Aid Programme) globally. PDG currently oversees approximately 1000 projects and a budget of \$3 billion over three years. We have approximately 450 staff based in Wellington and at development posts.

The Development Capability and Insights (DCI) division assures, supports and enables the delivery of impact through New Zealand's IDC. We do this by supporting evidence based decision-making, continuously improving capability and systems, and ensuring PDG meets its accountability and transparency obligations. Our work is underpinned by our technical expertise, systems and data stewardship, and oversight of quality.

This role will be a member of the Development Data and Systems Team (DDS). The team's primary function is to manage and continuously improve data, systems and reporting that relate to the New Zealand Aid Programme.

The Senior Adviser IDC Transparency is a new role established to assist MFAT with driving greater transparency across the IDC programme, both in how we work internally, and how we present our data and information externally. This role will have a significant focus on improving transparency in our data and business systems and will engage widely across PDG to champion transparency.

Key Accountabilities - Kawenga Matua

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

- Develop policies, processes and products to enable and streamline MFAT's IDC transparency and active release of information and public products.
- Mainstream transparency into activity (project) management systems as well as individual activities.
- Be the PDG lead for the publication of the International Aid Transparency Initiative (IATI) information on MFAT's website – data, narrative and infographics.
- Oversee and manage the development and operation of the IDC Aid Tracker website.
- Working with external design experts, develop innovative ways to present data visually.

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 Senior Adviser IDC Transparency will have the following experience, skills and knowledge:

Experience:

- Keen interest in international development and/or in the importance of transparency, openness and accountability to the public sector.
- A minimum of 5 years' experience of working in a public-facing information sharing role.
- Experience of co-facilitating groups, meetings or workshops and an interest in how people and organisations learn.
- Some project management experience desirable.

Skills and knowledge:

- Ability to learn technical information quickly and the confidence to ask lots of questions.
- Ability to visualise the bigger picture and implement it
- Confident level of MS Excel skills and ability to use Pivot Tables and formulas.
- Excellent written communication skills
- Excellent organisation and self-management skills, and proven ability to prioritise tasks, manage workload and work to tight deadlines.
- Ability to work flexibly as a member of a small team, as well as independently and on own initiative.
- Commitment to learning and self-improvement.
- Understanding of The Treaty of Waitangi/Te Tiriti, Te Reo Māori and Māori customs and protocols would be beneficial.

Relationships - Pātahitanga

The Senior Adviser IDC Transparency position is required to build and maintain the following relationships:

Within the Ministry:

- Ministry divisional and unit managers
- Other MFAT staff, both onshore and offshore

Outside the Ministry:

- IT system vendor organisations
 - Other government departments and agencies
 - International development agencies
 - Other organisations and individuals as appropriate
-

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 and New Zealand Permanent Residency.
 - 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/>