

## Position Description

### Position Title - Ingoa Tūranga

Senior Development Adviser – Infrastructure [401656]

### Group - Puni

Pacific and Development Group (PDG)

### Division - Tānga

Development Partnerships Division (DEVPA)

### Reports to - Menetia

Unit Manager, Infrastructure and Energy

### 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 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.

### About the Division – Development Partnerships Division (DEVPA)

The Development Partnerships Division is responsible for the design, delivery and management of IDC Programming related to infrastructure, energy and transport, NGO partnerships and funds, and the Manaaki Scholarships Programme. It will also provide additional delivery and surge support to the IDC Programme (especially to Posts). DEVPA provide thematic insights design and delivery expertise, specialist advice and stakeholder management.

Delivery encompasses technical advisory support, and thematic policy and representation as required and commissioned by foreign and development policy units.

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### About the Position - Mō te Tūranga

The Unit covers development projects and issues relating to infrastructure, energy and transport.

The Senior Development Adviser – Infrastructure works as part of a multi-disciplinary team of thematic, policy and delivery focused colleagues who work together to ensure the effective delivery of development activities. The infrastructure portfolio currently includes significant construction projects and activities that support Pacific partners to build institutional capability.

The Senior Development Adviser – Infrastructure provides technical and strategic input related to the infrastructure sector in the Pacific. This includes:

- providing technical and strategic advice as required to support design and quality delivery of infrastructure activities in the Pacific;
- designing and supporting the delivery of infrastructure-related activities funded by the New Zealand IDC; including financial, contract and relationship management; and
- contributing to IDC infrastructure strategy and policy issues and engagement.

The role has a hands-on and rewarding relationship management component, requiring collaboration within the team with Senior/Lead Advisers, Policy Officers and Project and Programme Managers, across other MFAT Divisions and the offshore Post network. The role is also responsible for managing some relationships on behalf of PDG and MFAT with wider New Zealand and international stakeholders and partners.

The Senior Development Adviser will be expected to travel periodically, including to developing countries. Travel duties include representation at external fora, relationship management, and Activity monitoring, scoping and design work.

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### 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.

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### Key Accountabilities - Kawenga Matua

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

#### Activity Delivery Services

- Identify, scope and design new development initiatives in the infrastructure sector that are aligned with the objectives of MFAT and our international partners, including through the preparation of Concept Notes and Business Cases.
- Support effective delivery of existing infrastructure development activities. This may include financial, contracting, and relationship management, procurement, risk and performance management.
- Engage NZ and international stakeholders during the development and implementation stages of development activities.

#### Advisory

- Provide advice, input and review on infrastructure-related Business Cases and other documents being developed by other teams.
- Provide advice on request to programme teams on specific infrastructure projects.
- Provide advice to country programme teams developing country strategies and four year business plans about opportunities for infrastructure investment.
- Capture and share common issues and lessons learnt across projects, and design and implement solutions.

#### Policy and insights

- Provide advice and insights to contribute to the shape and strategy of the infrastructure programme and related sectors, including priorities for new investment.
- Contribute to thematic leadership on infrastructure policy issues, in the context of NZ's strategic interest and partner government priorities.

- Monitor implementation, risks and benefit realisation across the infrastructure programme.

#### Relationship management

- Build strong relationships with Pacific infrastructure stakeholders, including Pacific governments, regional and multilateral organisations, and international development partners.
- Build and maintain networks with New Zealand suppliers and stakeholders in the infrastructure sector.
- Work closely with internal MFAT bilateral, foreign policy and commercial teams.
- Represent Aotearoa New Zealand at international forums and meetings.

#### 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 Development Adviser – Infrastructure will have the following experience, skills and knowledge:

##### Experience (essential):

- Roles in infrastructure or related sectors, such as public utilities, technical consulting or construction.
- Building relationships with a wide range of stakeholders, preferably in diverse cultural contexts.
- Leading or supporting the delivery of projects and programmes.

##### Experience (desirable):

- Roles in a government or policy context, including on policy analysis and development.
- Work in an international context and understanding of international development and relations.
- Representing an organisation externally and/or internationally.
- Delivery and commercial expertise including financing and procurement for infrastructure projects.

##### Skills and knowledge:

- Excellent written and oral communication skills.
- Ability to adapt communication and influencing styles to different cultural contexts.
- Proven relationship management, influencing and negotiation skills.
- Demonstrated strategic thinking and analysis capability at complex level.
- Proven ability to identify, analyse, research and develop strategies and initiatives that are well founded, technically sound, practical and appropriate.
- Ability to share knowledge and work cooperatively within and across teams.
- Sound understanding of tikanga and Te Tiriti o Waitangi principles.

##### Qualifications

- A relevant tertiary qualification.

#### Relationships - Pātahitanga

The Senior Development Adviser – Infrastructure position is required to build and maintain the following relationships:

##### Within the Ministry:

- Ministry leadership
- Other MFAT staff, both in NZ and offshore

##### Outside the Ministry:

- Minister of Foreign Affairs and Trade
- Representatives of other NZ government departments and agencies
- Foreign governments and their diplomatic missions

- Infrastructure suppliers and business including Māori and Pasifika businesses, academia, regional and international organisations and institutions
  - Partner Governments
  - Relevant regional and/or multilateral organisations operating within the infrastructure sector
  - Other organisations as appropriate (e.g. private sector, academics, non-government organisations, community groups)
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#### 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.
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#### Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- You must hold a New Zealand citizenship.
  - 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/>