

## Position Description

### Position Title - Ingoa Tūranga

Senior Development Adviser – Capability (401678)

### Group - Puni

Pacific Development Group (PDG)

### Division - Tānga

Development Policy and Performance Division (DPP)

### Reports to - Menetia

Unit Manager, Development Practice and Standards (403635)

### 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.

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### About the Position - Mō te Tūranga

This Senior Development Adviser – Capability is responsible for supporting the capability development for the International Development Cooperation (IDC) Programme for all staff across PDG, and setting and maintaining the IDC Programme capability strategy, and framework.

This includes continuous improvement of resources to support staff capability development, quality assurance and improvement, and content management.

The Senior Adviser works closely with other teams and business owners to ensure that support is provided for initiatives that require changes in the way staff work and to develop and continuously improve business processes and performance.

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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 the development, implementation, and continuous improvement of an IDC Programme capability strategy and curriculum-based approach, aligned with the Ministry's direction and PDG priorities
- Design, deliver, and enhance capability frameworks, tools, and resources that support effective development policy and programme practice
- Partner with business units to assess capability needs and develop targeted solutions to strengthen skills, knowledge, and business practices
- Provide strategic advice on capability gaps and improvement opportunities, including approaches to lift performance and ways of working
- Develop and maintain learning and development resources (including IDC Programme business practice training and eLearning modules) to support staff in Wellington and at Posts
- Build capability across teams through coaching, mentoring, and support to people leaders
- Provide contingency support for facilitating and delivering training.

#### Strategic Policy and Programme Advice

- Contribute to the development of policy advice on international development issues, with a focus on sector policy and thematic areas.
- Support innovation in policy design, implementation, and evaluation.
- Assist in delivering the division's planned activity stream, aligning with strategic priorities and outcomes.
- Share knowledge and experience to support team learning and development.

#### Political Acumen and Public Service Responsibilities

- Demonstrate sound judgement and awareness of political context when providing advice and making decisions.
- Foster collaborative working relationships across the Group and Ministry.
- Navigate 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.
- Uphold the Ministry's values and contribute to a positive and inclusive team culture.

#### IDC Programme Policy, Planning and Delivery

Design the Capability strategy, curriculum, and framework to lift the capability of those responsible for:

- Contribute to the design of development investments using the Five Case Model and intervention logic.
- Support alignment of IDC Activities with the IDC Priorities Framework and PDG Plan.
- Monitor programme and activity risks, budgets, and performance.
- Assist with procurement and business case development.
- Apply programme design tools such as theories of change, logframes, and results-based management.
- Support monitoring, evaluation, research and learning (MERL) processes and use evidence to inform policy and programming.
- Promote 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 MFAT in capability discussions, meetings, and international forums as required.
- Participate in New Zealand delegations for bilateral, regional, and multilateral engagements.
- Build and maintain effective relationships with internal and external stakeholders.

- Advocate for New Zealand's development interests and positions.

### Ministerial Servicing

- Contribute to the preparation of high-quality ministerial briefings and responses.

### 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 – Capability will have the following experience, skills and knowledge:

#### Qualifications

- Relevant tertiary qualifications, and recognised Learning and Development qualifications desirable

#### Experience

- Senior advisory experience in either a capability role or position focused on aligning business practice to organisation strategy
- Experience working with leaders in assessing capability (at a high-level), identifying gaps and recommending appropriate solutions to address capability gaps
- Experience in a role where excellent relationship, project management, and stakeholder management skills are key

#### Skills and Knowledge:

- Good understanding of international development policy frameworks and sector strategies, and the Five Case Model and intervention logic desirable but not essential.
- Capable in strategic analysis, performance evaluation, and partner engagement.
- Strong written and verbal communication skills.
- Effective planning, organising, and stakeholder engagement skills.
- Understanding of the machinery of government and decision-making processes.
- Cultural competence and understanding of Te Tiriti o Waitangi.

### Relationships - Pātahitanga

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

Within the Ministry:

- Unit Manager and Division colleagues
- Policy and programming teams
- Posts
- Development Practice and Standards Unit
- Portfolio Management Unit
- Other MFAT staff (onshore and offshore)

Outside the Ministry:

- Other government departments and agencies
- Development partners and implementing agencies
- Regional and international organisations
- Māori, Pasifika and wider community stakeholders

### 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 and New Zealand 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/>