

Position Description

Position Title - Ingoa Tūranga

Lead Adviser (401586)

Group - Puni

Pacific and Development Group

Division - Tānga

Humanitarian and Global Development

Reports to - Menetia

Unit Manager, Global Humanitarian

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 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 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

The Global Humanitarian Unit is responsible for overseeing global humanitarian policy, planning, and delivery work, including:

- New Zealand's Humanitarian Action policy and policy advice on global humanitarian issues.
- Overseeing global aspects of the humanitarian plan and portfolio implementation progress and reporting.
- Overseeing New Zealand's contribution to global (non-Pacific) humanitarian events to achieve the Ministry's strategic priorities and business requirements.
- Ensuring effective partnerships, advocacy and engagement with multilateral humanitarian organisations and processes.
- Keeping abreast of humanitarian developments and best practice and sharing insights with relevant Ministry teams and government partners with a view to lifting New Zealand's humanitarian knowledge, capability and programme impact.
- Overseeing effective engagement and partnerships with New Zealand humanitarian NGOs.
- Supporting MFAT Coordination Centre (MCC) responses led by the Pacific Humanitarian and Disaster Management Unit, both in Wellington and, periodically through leading deployed New Zealand teams to Pacific countries.

The Lead Adviser plays a critical role in shaping and delivering New Zealand's overall humanitarian policy, and New Zealand's global humanitarian policy, programme and responses. This position provides strategic policy advice and leadership across complex humanitarian issues. The Lead Adviser works collaboratively across the Ministry and with external partners to ensure New Zealand's global humanitarian investments are effective, strategic, contribute to strong humanitarian outcomes and in line with policy priorities. They will lead Ministry and cross government teams effectively in fast moving situations to deliver coordinated New Zealand humanitarian responses in Wellington and through periodic deployments to other countries.

Humanitarian events and responses sometimes require work to be undertaken outside of standard business hours. The Lead Adviser will hold the Humanitarian Duty phone periodically and, from time to time, will work flexible hours to meet business objectives, with compensation provided in line with Ministry policy.

Key Accountabilities - Kawenga Matua

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

Role Specific

- Provide thought leadership on New Zealand's Humanitarian Action Policy and advice on global humanitarian issues.
- Provide specialist technical thought leadership and advice on strategic planning, programming, review and reporting on global aspects of the Humanitarian Plan, ensuring alignment with New Zealand's foreign policy.
- Lead coordination, delivery and review of New Zealand's contribution to humanitarian events outside the Pacific, and support the Pacific Humanitarian and Disaster Management Unit as required to respond to humanitarian crises.
- During responses, contribute to MFAT Coordination Centre Leadership in the Planning function. As a member of the Humanitarian Deployment Team, periodically lead a New Zealand Government offshore humanitarian response.
- Foster and lead effective and impactful Ministry partnerships, engagement and advocacy with multilateral humanitarian organisations in pursuit of New Zealand's interest.
- Ensure New Zealand's multi-country disaster preparedness initiatives in Southeast Asia deliver strong humanitarian and strategic impacts.
- Stay abreast of humanitarian trends, developments and best practice and share insights to lift New Zealand's humanitarian knowledge, capability and impact.
- Provide strategic and technical advice and engagement to support the Ministry's partnerships with international humanitarian organisations, including New Zealand NGOs
- Provide senior level advocacy, representation, and outreach, both domestically and internationally as required.
- Support Pacific Unit led MCC readiness and response initiatives to build Divisional, Ministry and NZ Inc capability for offshore responses.
- Participate in the Humanitarian Duty roster periodically and as required.

Strategic Policy and Programme Leadership

- Lead the development of strategic policy advice on international humanitarian issues.
- Provide thought leadership and innovation in policy design, implementation, and evaluation.
- Contribute to the Humanitarian and Global Development 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.
- Support the Ministry's network to engage on humanitarian issues and events.
- Deputise for the Unit Managers as required.

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

- Ensure global humanitarian 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.
- Lead or contribute to the design of development investments using the Five Case Model and intervention logic.
- Apply programme design tools such as theories of change, logframes, 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 humanitarian 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 context.

Organisational Responsibilities

- Understand and apply the Ministry's strategic priorities and outcomes framework.
- Uphold the Ministry's values and contribute to a positive and inclusive team culture.
- Apply Te Tiriti o Waitangi principles and demonstrate cultural awareness.
- Comply with health and safety policies and contribute to a safe working environment.
- Maintain accurate 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 Lead Adviser position will have the following experience, skills and knowledge:

Qualifications:

- Relevant graduate degree (e.g. international relations, development studies, economics, public policy).

Experience

- Demonstrated experience in international humanitarian policy and programming
- Experience leading complex policy initiatives or investment planning.
- Experience representing New Zealand in international or regional forums.
- Experience in mentoring and capability development.
- Experience working in the public sector is highly desirable

Skills and Knowledge

- Strong understanding of the international humanitarian system, and humanitarian principles and policy frameworks.
- Skilled in strategic risk analysis, performance evaluation, and partner engagement.
- Excellent written and verbal communication skills.
- Strong planning, organising, and stakeholder engagement skills.
- Proficient in applying the Five Case Model and intervention logic.
- Understanding of the machinery of government and decision-making processes.
- Cultural competence and understanding of Te Tiriti o Waitangi.

Relationships - Pātahitanga

The Lead Adviser position is required to build and maintain the following relationships:

Within the Ministry:

- Divisional Managers
- Heads of Mission
- Posts
- Other Unit Managers and PDG staff
- Policy, legal, and corporate teams
- Other MFAT staff (onshore and offshore)

Outside the Ministry:

- Other government departments and agencies
 - Diplomatic missions
 - Development partners and implementing agencies
 - Regional and international organisations
 - Business, academia, regional and international organisations and institutions,
 - Māori, Pasifika and wider community stakeholders
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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 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/>