

## Position Description

**Position Title - Ingoa Tūranga**  
**Policy Adviser (P401545)**

**Group - Puni**  
**Europe, Middle East and Africa Group**

**Post - Pou**  
**London**

**Reports to - Menetia**  
**First Secretary (Trade and Economic)**

### 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 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.

### About the Post - Mō te Pou

The Post represents the New Zealand Government to the highest standards of professional excellence in diplomacy, trade negotiations, international development and consular services. This is done by building connections with the host country that enables the New Zealand Government to achieve more than it could alone.

The Post takes a distinctively New Zealand approach, reflecting New Zealand's diversity and heritage. Our values are impact, kotahitanga (strength through diversity), courage and manaakitanga (we honour and respect others).

### 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 Policy Adviser is responsible for contributing to the advancement of New Zealand's foreign policy interests in the United Kingdom by supporting the post's engagement with government officials, local contacts and the business sector. This includes conducting research and analysis and preparing reports, briefings and other documentation.

---

### Key Accountabilities - Kawenga Matua

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

#### Policy Development and Delivery

- In coordination with seconded staff, research and identify key political/ social, trade/economic, defence/security issues and emerging trends contactsof interest/relevant to New Zealand.
- Report on trends and contacts of interest/relevant to New Zealand and agreed with seconded staff.
- Develop and maintain contacts within host country governments, defence and security, civil society and business organisations, relevant research/academic institutions, media and other organisations of interest. Effectively use and contribute to the post's map of relationships that matter: decision-makers, policy-makers, political advisers, thinkers and influencers.
- Support official calls and travel, including planning visit programmes and preparing briefing for meetings.
- Monitor press and other media sources to stay informed on current events and developments relevant to New Zealand.
- Respond to general policy and or trade-related enquiries from the public and from local government agencies.

#### Stakeholder engagement, Communications and Public Diplomacy

- Contribute to the development of the Post's stakeholder engagement, communications and public diplomacy plans and assist in their implementation.
- Assist in identifying, developing, organising and undertaking constituency-building liaison, public diplomacy and profile-raising events and functions that promote New Zealand's interests.
- Develop and maintain contacts with appropriate in country Government agencies, defence and security, trade and business organisations, relevant research/academic institutions, media and other organisations of interest.
- Liaise regularly with counterparts in other missions and other New Zealand Government departments and agencies.
- Implement effectively the post's information and public affairs programme, including through the use of social media, with the objective of raising New Zealand's profile and broadening a New Zealand constituency.
- Support outreach, programmes and visits (including in conjunction with NZ Inc agencies) with media and other PR constituents.
- Identify potential contacts who may advise or inform on New Zealand policy priorities

#### Visits and Events

- In coordination with seconded staff, propose and develop visit and event objectives, arrange programme elements, prepare participant and guest lists, specify protocols required during the visit.

#### Consular

- Contribute to Post contingency planning efforts and any responses to a crisis in the United Kingdom.
- As required, participate in regular after-hours roster of staff providing consular assistance in London.

#### Security

- Be familiar with the Post Security Instructions and adhere to these at all times.

#### Relationship Management

- Develop and maintain key relationships both internally and externally in order to advance the post's objectives.

#### Knowledge Management

- Contribute to the continuous development of the organisation's knowledge base by using the organisation's internal systems, sharing information and data with relevant internal stakeholders

#### Health and Safety

The organisation is committed to providing a safe and healthy working environment for all staff, including contractors and other workers, both on and offshore.

You are responsible for:

- taking reasonable care of your own and other's health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others
- complying with reasonable instructions to ensure the organisation is able to comply with the New Zealand Health and Safety at Work Act 2015
- cooperating with health and safety policies and procedures
- identifying and reporting hazards, injuries, illness and incidents (including near misses) that arise from your work or in the workplace
- identifying and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so
- raising health and safety matters with your manager or health and safety representative (or contact as appropriate)
- ensuring that all health and safety incidents, injuries, near misses are immediately reported through the HR Kiosk
- ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your Manager.

#### Other

- Perform other such duties as can reasonably be regarded as incidental to the position description and other duties reasonably within their experience and capabilities as may be required from time to time.

#### **Organisational Responsibilities**

- Ensure all Post policies and procedures are adhered to.
- Contribute to Post-wide projects and emergency response situations.
- 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.
- 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.
- Contribute to the continuous development of the Ministry's knowledge base by using the Ministry's internal systems, sharing information and data with relevant internal stakeholders, including contributing to/presenting at internal learning and development opportunities.

---

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

The Policy Adviser will have the following experience, skills and knowledge:

- Tertiary qualification
- Experience in developing policy advice
- Experience in working in foreign policy or trade and economic policy will be an advantage
- Excellent written and oral communication skills
- Ability to think critically and analytically
- Good research and information data analysis skills
- Ability to discern key issues of significance to New Zealand, and shape a policy agenda accordingly
- Ability to anticipate issues and problems and think of creative and effective solutions
- Demonstrated ability to contribute to and work within a team
- Demonstrated ability to build and maintain effective relationships
- Competent in Microsoft Office Suite, including strong skills in Outlook, Word and Excel
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure
- Strong customer focus, with the ability to communicate effectively with a range of people
- Possess a strong achievement/delivery focus – sets high standards including accuracy and attention to detail

- Ability to work autonomously and within guidelines, demonstrating the use of sound judgement
  - Ability to anticipate issues and problems and think of creative solutions
  - Displays personal integrity and an honest and ethical approach
- 

### Relationships - Pātahitanga

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

#### Internal (within Post)

- High Commissioner
- Deputy High Commissioner
- Other post seconded staff and staff employed at post
- Other staff including NZ Inc staff

#### External (outside Post)

- New Zealand Ministry of Foreign Affairs and Trade (MFAT) divisions
  - Other New Zealand government departments & agencies
  - United Kingdom Government departments & agencies
  - Other London-based High Commissions and Embassies
  - Private Sector
  - Non-government organisations
  - Academic institutions
- 

### Delegations - Whakatautapatanga

- The role is responsible for the management of NIL direct reports.
  - Delegations are set out in the Ministry's Instrument of Delegation.
- 

### Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- You must be able to obtain and maintain an appropriate security and/or police clearance.
  - You must have the legal right to live and work in the United Kingdom.
- 

### References

- **Ministry's Strategic Intentions 2019-2023**  
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>