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| **Position Title - Ingoa Tūranga**  **Policy Adviser (Trade and Economic)** |  |
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| **Group - Puni**  **Americas and Asia Group** | |
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| **Post name - Tānga**  **New Zealand Embassy Tokyo** | |
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| **Reports to - Menetia**  **First Secretary (Trade and Economic)** | |

**About the Embassy - Mō Te Aka Aorere**

The Embassy represents the New Zealand Government to the highest standards of professional excellence in diplomacy, trade negotiations, international development and consular services in Japan. We do this by building connections with stakeholders in Japan to enable the New Zealand Government to achieve more than it could alone. The Embassy takes a distinctively New Zealand approach, reflecting New Zealand’s diversity and heritage.

The Embassy is part of the global network of the New Zealand Ministry of Foreign Affairs and Trade (the Ministry).

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 Embassy 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 Embassy’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 (Trade and Economic) is responsible for supporting the Embassy’s engagement with Japanese government officials, business, think tanks, academia and other relevant contacts to advance New Zealand’s trade and economic relationship with Japan. The Policy Adviser is also responsible for providing research, analysis and advice on trade and economic developments in Japan. Duties include: preparing reports and briefing; translation and interpretation; coordination of visits and events; creation of social media content. The Policy Adviser also provides back-up support for others in the Embassy’s team of Policy Advisers as required.

**Key Accountabilities - Kawenga Matua**

The following key accountabilities of this role assist in delivering the Embassy’s purpose:

**Policy Advice**

* Undertake research and draft reports on Japan-New Zealand trade issues and Japanese trade and economic developments.
* Identify issues of importance to New Zealand, and provide reporting on key issues in line with New Zealand’s strategic priorities and interests.
* Provide back-up support as required for other Policy Advisers on issues including: climate and environment; renewable energy; science, tech and innovation; foreign policy; defence and security; sports, culture and education.

**Visits and Events**

* Organise programmes for senior New Zealand government and business delegations.
* Working with others in the Embassy, manage events and activities to strengthen New Zealand’s relationships with Japanese trade and economic stakeholders.
* Provide back-up support for events targeting other stakeholders.
* Contribute content for the Embassy’s social media.

**Outreach**

* Proactively build relationships and networks with Japanese contacts across the government, business, think tanks and academia to support the Embassy’s objectives.

**Translation and Interpretation**

* Provide high-quality translation of written material when required.
* Provide interpretation as required during visits and meetings.

**Knowledge Management**

* Assist with maintaining the Embassy’s contacts database.
* Contribute to the continuous development of the Embassy’s knowledge base by using internal systems, and sharing information and data with other relevant colleagues in the Embassy.

**Other Duties**

* Demonstrate flexibility to perform other duties as required, and as can be reasonably expected within the job holder’s experience and capabilities.

**Organisational Responsibilities**

* Understand the Embassy’s strategic priorities, and how this role contributes to those priorities.
* Understand and apply the strategic context in which the Embassy operates, including priorities and perspectives of Ministers in New Zealand, partner agencies, and external stakeholders.
* Ensure all policies and procedures are adhered to, and Ministry/Embassy values upheld.
* Understand Tikanga Māori and Treaty of Waitangi principles, and apply the Ministry/Embassy Māori dimension, in a way that is relevant to the context of our business.
* Be aware of and adhere to the Ministry’s/Embassy’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 Embassy-wide projects and emergency response situations.
* Be familiar with the Embassy’s Post Security Instructions and adhere to these at all times.

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

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

* Relevant tertiary qualification and work experience.
* Well-developed planning and organisational skills, and an ability to prioritise tasks effectively and work under pressure.
* Ability to think critically and analytically.
* Strong research and information analysis skills.
* Excellent written and oral communication skills in English and Japanese.
* Good knowledge of Japanese government systems including: customs, practices and administrative processes; trends and issues; cultural, political and social environments.
* Competence in the Microsoft Office suite, and a willingness to be proactive in using other technology platforms as required.
* Ability to contribute to and work in a team.
* Ability to build and maintain effective relationships.
* Strong customer focus, with the ability to communicate effectively with a range of people.
* Strong achievement/delivery focus – set high standards including accuracy and attention to detail.
* Ability to work autonomously and as part of a team, demonstrating the use of sound judgement.
* Commitment to continuous improvement, including adaptability and openness to change.
* Ability to anticipate issues and problems, and to think of creative solutions.
* Personal integrity, and an honest and ethical approach.

**Relationships - Pātahitanga**

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

Internal (within the Embassy and the Ministry):

* Head of Mission.
* Deputy Head of Mission.
* Other staff from the Ministry seconded to the Embassy.
* Other local staff employed at the Embassy.
* Staff from other New Zealand agencies at the Embassy.
* Staff in relevant Ministry divisions in New Zealand.

External (outside the Embassy and the Ministry):

* Japanese government agencies, such as the Ministry of the Economy, Trade and Industry and the Ministry of Foreign Affairs.
* Business representatives.
* Think tanks, academia, commentators, and other relevant trade and economic contacts.

**Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga**

You must be able to obtain and maintain appropriate security clearances.