

Position Description

Position Title	Policy Adviser
Post	Noumea
Category	Locally Engaged Staff
Reports to	Consul General
Last Review Date	September 2012

About the Post 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 they could alone.

The Post takes a distinctively New Zealand approach, reflecting New Zealand's diversity and heritage. Our values are professionalism, leadership, respect, collaboration and innovation.

About the Position The Policy Adviser is responsible for contributing to the advancement of New Zealand's foreign policy interests 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.

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

Internal (within Post)

- Head of Mission / Post
- Trade Commissioner
- Other locally employed staff
- Key staff in Ministry policy divisions

External (outside Post)

- French High Commission or French State representative
- Local Government (e.g. education, development agency), French state, business/private sector contacts and independent political and economic commentators
- Peers in other key diplomatic missions
- Other New Zealand Agencies
- Media

Key accountabilities The position has the following key accountabilities:
Policy Delivery

- In close coordination with Consul General, research, identify and analyse key political/social, trade/economic, defence/security issues and emerging trends and contacts of interest/relevant to New Zealand.
- Report on trends and potential contacts of interest/relevant to

New Zealand and agreed with Consul General.

- Monitor, analyse and summarise media sources and websites on key issues for both New Caledonia and French Polynesia and monitor on-line media for all three French Pacific Territories that are of relevance and interest to the New Zealand Government and the bilateral relationship. Prepare weekly report for Wellington (Pacific Notes).
- Prepare draft reports for key political and economic updates.
- Effectively use and contribute to the post's map of relationships that matter: decision-makers, policy-makers, thinkers and influencers.
- Support Consul General as required on official calls and travel, including preparing briefing for meetings, drafting speech notes etc. Where required attend meetings as the Consul General's representative.
- Respond to general policy and or trade-related enquiries from the public and from local government agencies.
- Liaise with the Trade Commissioner on trade issues as required.
- Support NZInc initiatives.

Visits and Events

- In consultation with Consul General propose / develop visit and function objectives, detail desired programme elements, prepare participant and guests lists, specify protocols required during the visit and analyse security needs.

Communications and Public Diplomacy

- Contribute to the development of the Embassy's 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, trade and business organisations, relevant research/academic institutions, media and other organisations of interest.
- Maintain effective contact with other missions and liaise as required on specific issues. Liaise regularly with New Zealand Consulate in French Polynesia. Liaise as required with other New Zealand Government departments and agencies.
- Implement effectively the post's information and public affairs programme with the objective of raising New Zealand's profile and broadening a New Zealand constituency.
- Be a point of contact for media enquiries and maintain existing media contacts by effectively networking and facilitating enquiries where possible.
- Identify and agree with Consul General, potential contacts who may advise or inform on New Zealand policy priorities.

Head of Mission Fund (HOMF)

- Work with appropriate in-country contacts in all three French territories to promote HOMF and pro-actively identify/target appropriate applicants.

- Evaluate submissions and make recommendations to the HOM.
- Maintain oversight of HOMF, including obtaining project updates and final reports from recipients.
- Work with Team Administrator (Property and Finance) to monitor expenditure.
- Prepare end of year reporting on HOMF expenditure.

Translation and Interpretation Services

- Provide accurate and timely two-way translation services for all general and official correspondence, documents, media material and other publications etc.
- Provide interpretation services on an informal basis as required.

Organisational Responsibilities

- Ensure all Post policies and procedures are adhered to.
- Be aware of and adhere to the Health and Safety policies and procedures.
- Contribute to Post-wide projects and emergency response situations.

Knowledge Management

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

Security

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

Other

- Undertake driving duties as required.

Qualifications, skills and experience

You must have the following qualifications, skills and experience:

- Post graduate tertiary qualification as a minimum
- Experience in developing policy advice and preparing analytical reports
- Ability to think critically and analytically
- Good research and information data analysis skills
- Ability to anticipate issues and problems and think of creative and effective solutions
- Demonstrated ability to contribute to and work within a team
- Excellent written oral and communication skills (in both English and French)
- 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

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- Strong customer focus, with the ability to communicate effectively with a range of people
 - Possess a strong achievement/delivery focus – set high standards including accuracy and attention to detail
 - Ability to work autonomously and within guidelines, demonstrating the use of sound judgement
 - Display personal integrity and an honest and ethical approach
 - Hold a current, clean driver's licence and be able to drive post vehicles (as required) safely in local conditions
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**Additional
comments**

- Ability to obtain and maintain appropriate security clearances.
 - The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description and such other duties reasonably within their experience and capabilities as may be from time to time.
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