

Position Description

Position Title	Policy Adviser
Post	Manila
Category	Locally Engaged Staff
Reports to	Second Secretary/Deputy Head of Mission
Last Review Date	June 2013
Delegations	The position has no financial responsibilities.

About the Embassy

The Embassy 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 Embassy 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 contributing to the Embassy's engagement with government officials, local contacts and the business sector. This includes using research and analysis to prepare reports, briefings and other documentation. The role is also responsible for the Embassy's engagement with media.

Relationships

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

Internal (within the Embassy)

- Head of Mission
- Other Embassy seconded and locally employed staff
- Key staff in Ministry policy divisions

External (outside the Embassy)

- Department of Foreign Affairs
- Government contacts (e.g. government departments, Senate, Congress)
- Key contacts in the business and civil community (e.g. academia, NGOs)
- Media contacts
- Peers in other key diplomatic missions
- Other New Zealand Agencies

Key accountabilities

The position has the following key accountabilities:

Policy Delivery

- Research and identify key political, social, trade, economic, defence and security issues and emerging trends and contacts of interest/relevant to New Zealand.
- Building on research and analysis undertaken, prepare reports on

trends and developments of interest/relevant to New Zealand.

- Monitor, analyse and summarise media sources and websites on key issues that are of relevance and interest to the New Zealand Government and the bilateral relationship.
- Effectively use and contribute to the Embassy's map of relationships that matter: decision-makers, policy-makers, thinkers and influencers.
- Liaise regularly with counterparts in other missions and other New Zealand Government departments and agencies to understand trends and developments of interest/relevant to New Zealand.
- Support seconded staff as required on official calls and travel, including preparing briefing for meetings.
- Contribute to the Embassy's responses to general policy and or trade-related enquiries from the public and from government agencies.

Visits and Events

- In consultation with seconded staff 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, including through organising media releases and the Embassy's social media outreach, with the objective of raising New Zealand's profile and broadening a New Zealand constituency.
- 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 within appropriate Government agencies, trade and business organisations, relevant research/academic institutions, media and other organisations of interest.
- Identify and agree with seconded staff, potential contacts who may advise or inform on New Zealand policy priorities.

Translation and Interpretation Services

- Provide accurate and timely translation services for any general and official correspondence, documents, media and other publications etc related to the policy functions of the Embassy.

Organisational Responsibilities

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

Knowledge Management

- Contribute to the continuous development of the Embassy's knowledge base by using the Embassy's internal systems, sharing

information and data with relevant internal stakeholders.

Security

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

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
- Experience in working with media, including social media
- 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 Filipino)
- 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
- Ability to work autonomously and within guidelines, demonstrating the use of sound judgement
- Strong customer focus, with the ability to communicate effectively with a range of people
- Possess a strong achievement/delivery focus – setting high standards including accuracy and attention to detail
- Displays personal integrity and an honest and ethical approach

Additional comments

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- 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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