

## Job Description

<b>Position:</b>	<b>Policy Adviser Sydney (locally employed position)</b>
<b>Contract:</b>	Open Tenure
<b>Hours of work:</b>	40 hours per week (Monday – Friday)
<b>Responsible to:</b>	Consul General
<b>Responsible for:</b>	Nil
<b>Salary range:</b>	AUD 70,000 – AUD 80,000 pa (including superannuation)
<b>Functional relationships:</b>	Executive & Administrative Assistants, NZCG Sydney NZHC Canberra NZ Government Agencies in Sydney, especially NZTE Ministry of Foreign Affairs and Trade (MFAT)
<b>Delegations:</b>	Nil
<b>Purpose:</b>	To assist the Consul-General develop and maintain a clear picture of overall business and economic trends in Queensland, linkages between Queensland and NZ, and related economic opportunities for NZ, working with relevant NZ agencies/institutes to pursue these opportunities.

### Overview:

The New Zealand Consulate-General in Sydney (NZCG) is responsible to the NZ Government (through the High Commissioner to Australia) for its official relations with the states of New South Wales (NSW) and Queensland. New Zealand Government agencies in Sydney include the Office of the Consulate-General, NZ Trade and Enterprise (NZTE), Tourism NZ (TNZ), Internal Affairs (DIA) and NZ Police. The NZCG works closely with these agencies in the promotion of New Zealand's interests. The Consul-General is responsible for overseeing and leading the work of maintaining and developing New Zealand's connections to NSW and Queensland. This position is largely dedicated to the Queensland relationship.

**Key accountabilities:**

- Help develop and maintain a clear picture of overall business and economic trends in QLD, linkages between both states and NZ, and related economic opportunities for NZ.
- Work with relevant NZ agencies (eg NZTE, MBIE) and NZ tertiary institutions to pursue these opportunities.
- Analyse and report on trends that are of relevance to NZ's economy with special reference to:
  - Issues relating to New Zealanders' access to social services in NSW and QLD, and other "pathway to citizenship" issues;
  - Sectors of special interest: ICT, health, specialised manufacturing, F&B, infrastructure;
  - State budgets, programmes and policies aimed at promoting economic development which might be of relevance to the NZ government (eg forward infrastructure plans);
  - Identifying areas for trans-Tasman collaboration, particularly in support of the Single Economic market (SEM) agenda.
- Build and maintain relationships with relevant government officials and organisations in QLD, corporates, organisations and research institutes that are of potential strategic economic importance to NZ.
- Liaise with Sydney-based NZ agencies, NZ networks (eg Kiwi expat networks, Trans-Tasman Business Circle), and the NZHC Canberra, to ensure good functional relationships and sharing of information.
- Maintain and add to the post's contacts database and information sources on key organisations/departments, targeted companies, research and scientific agencies, education institutes and prominent New Zealanders in QLD.
- Contribute to the development of visit programmes for Ministers, the NZ High Commissioner, and Consul General. (Identify targets, prepare briefing, accompany visitors, report and follow-up.)
- Support development of the NZCG's public diplomacy programme, including representational activities.

<b>Person specification</b>	
<b>Knowledge, experience, skills and attributes required for the position</b>	<ul style="list-style-type: none"><li>• A tertiary qualification or experience in a similar role. Relevant experience will be taken into account.</li><li>• Knowledge of the structure and processes of the New Zealand and Australian governments.</li><li>• Broad understanding of New Zealand's political, foreign policy, trade and economic objectives in Australia.</li><li>• Demonstrated ability to work as part of a team with strong organisational and networking/people skills.</li><li>• Demonstrated ability to: adapt to changing situations; respond to multiple demands; set priorities; demonstrate effective decision making/problem solving; exercise initiative; strong organisational skills.</li><li>• High level of written and oral communications skills, and an ability to build effective working relationships with key contacts.</li><li>• Ability to gain and maintain a New Zealand security clearance.</li><li>• IT experience and excellent computer &amp; keyboard skills, including a comprehensive working knowledge of Microsoft office.</li><li>• Current driver's licence.</li></ul>