Position Description

Position Title Policy Adviser (Political and Regional)

Post Seoul

Category Locally Engaged Staff

Reports to Second Secretary Political

Last Review Date

September 2012

Delegations

The position does not have any financial responsibilities.

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 and accredited countries where relevant, 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 (Political and Regional)** is responsible for contributing to the advancement of New Zealand's foreign policy interests by supporting the post's engagement on political and regional issues with government officials, local contacts, the political establishment and subject-matter experts. This includes conducting research and analysis and preparing reports, briefings and other documentation, and actively maintaining a network of contacts in support of New Zealand's diplomatic efforts.

Relationships

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

Internal (within Post)

- Head of Mission / Post
- Other post seconded and locally employed staff

External (outside Post)

- Key staff in Ministry policy divisions
- · Other New Zealand agencies
- Local Foreign Ministry
- Peers in other key diplomatic missions
- Local Government contacts (e.g. relevant Ministries, KOICA)
- The National Assembly and Political Parties
- Subject matter experts (academics, think-tanks)

Key accountabilities

The position has the following key accountabilities:

Policy Delivery

- In close coordination with seconded staff, research, identify, analyse and report on key issue areas domestic political/social/economic, defence/security, regional, North Korea, environment and emerging trends and contacts of interest/relevance to New Zealand.
- Monitor, analyse and summarise media sources and websites on key issue areas that are of relevance and interest to New Zealand and the bilateral relationship.
- Become a subject matter expert on policy issues of relevance to New Zealand, including government policy, National Assembly legislation, and public sentiment.
- Identify and work with seconded staff in support of positioning New Zealand as a participant in any current or emerging East Asia-driven frameworks.
- Develop and maintain contacts with appropriate in-country Government agencies, trade and business organisations, research/academic institutions, media and other organisations.
- Foster working-level relationships with offices in the National Assembly and political parties.
- Liaise regularly with counterparts in other missions and other New Zealand Government departments and agencies.
- Effectively use and contribute to the post's map of relationships that matter: decision-makers, policy-makers, thinkers and influencers.
- Support seconded staff as required on official calls and travel, including preparing briefing for meetings.
- Respond to general policy enquiries from the public and from local 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 or event.

Communications and Public Diplomacy

 Support the Embassy's information, communications, public affairs and public diplomacy work, in a back-up capacity and with particular focus on the above key issue areas, with the objective of raising New Zealand's profile and broadening a New Zealand constituency.

Head of Mission Fund (HOMF)

- Under the supervision of the Second Secretary (Political), evaluate submissions and make recommendations to the HOM.
- Under the supervision of the Second Secretary (Political), maintain oversight of HOMF, including obtaining project updates and final reports from recipients.

Translation and Interpretation Services

- Provide accurate and timely translation of Korean policy statements, media and other publications etc into English.
- Where professional interpretation is not available, provide twoway interpretation for seconded staff and officials.

Organisational Responsibilities

- Ensure all 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.

Qualifications, skills and experience

You must have the following qualifications, skills and experience:

- Post graduate tertiary qualification as a minimum
- 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 Korean)
- Demonstrated ability to build and maintain effective relationships
- Competence 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.

Additional comments

- Ability to obtain and maintain appropriate security clearances (specifically, local police clearance).
- 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 required from time to time.