

Position Description

Position Title Policy Adviser (Agriculture)

Post Jakarta

Category Locally Engaged Staff

Reports to Agriculture Counsellor

Last Review Date

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 (Agriculture) is responsible for contributing to the advancement of New Zealand's trade agricultural (including agricultural trade) policy interests by supporting the Post's engagement with government officials, local contacts and the agriculture sector. This includes conducting research and analysis, preparing reports, briefings and other documentation, and facilitating contacts.

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

Internal (within Post)

- Head of Mission
- DHOM and other seconded staff and agencies
- Policy Adviser (Political and Security)
- Policy Adviser (Trade and Economic)
- Other locally engaged staff including the development team

External (outside Post)

- Central Government Officials
 - Local Government Agencies
 - Peers in other diplomatic missions
 - Local Government contacts
 - Other New Zealand Agencies
 - Other local agencies and private sector contacts
 - Agricultural bodies and councils
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Key Accountabilities

The position has the following key accountabilities:

Policy Advice

- In close coordination with seconded staff, research, identify and analyse key agricultural issues and emerging trends and contacts of interest/relevant to New Zealand
- Provide initial draft report on New Zealand relevant agricultural issues
- Report on trends and potential contacts of interest/relevant to New Zealand in consultation with seconded staff
- 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 agricultural relationship
- 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 briefings for meetings
- Represent the New Zealand Embassy at agriculture related functions when required
- Monitor press and other media sources to stay informed on current events and developments relevant to the bilateral Agricultural relationship
- Provide research support to seconded staff on agricultural issues
- Provide comprehensive written reports of seminars, workshops, and other events attended
- Respond to general policy enquiries from local and central government agencies, and industry groups
- Identify and facilitate constituency building programme for HOM/DHOM/Agriculture Counsellor) targeting key decision makers in Cabinet, DPR, political parties, civil society and the agriculture sector
- Provide 'backup' to Policy Adviser's (Trade and Economic) and (Political and Security) where possible

Agriculture

- Maintain knowledge of relevant agricultural information and relevant market access conditions as required
- Maintain current list of relevant legislation and regulatory requirements/standards
- Analyse developments in agricultural policy and in technical requirements of import regulations with respect to products of interest to New Zealand
- Liaise with agriculture relevant New Zealand and Indonesian agencies, Government and industry to promote New Zealand interests
- Keep a record of all agricultural issues worked on

- Contribute to resolving agricultural trade access issues in consultation with seconded staff and policy adviser (trade and economic)
- Assist with work to advance New Zealand's agriculture diplomacy initiatives
- Assist with delivery of the bilateral agricultural cooperation workplan, including through the MoU on Agricultural Cooperation
- Assist with efforts to promote and develop New Zealand/Indonesia agricultural trade
- Prepare first draft reports on New Zealand relevant Indonesian agriculture issues
- Develop and maintain an effective network of agricultural experts and key contacts

Visits and Events

- In consultation with seconded staff propose/develop agriculture visit and function objectives, detail desired programme elements, prepare participant and guest lists, specify protocols required during the visit
- Support other visits and events as required.

Communications and Public Diplomacy

- Assist in identifying, developing, organising and undertaking constituency building liaison, public diplomacy and profile raising events and functions that promote New Zealand's agriculture interests
- Develop and maintain contacts with appropriate 'in country' Government agencies, agricultural bodies, media and other organisations of interest
- Liaise regularly with counterparts in other missions and other New Zealand government agencies
- Work with Seconded staff to identify potential contacts who may advise or inform on New Zealand Policy priorities.

Translation and Interpretation Services

- Provide accurate and timely two-way translation services for all general and official correspondence, documents, media and other publications
- Provide accurate interpretation services during travel and at official meetings and functions involving seconded staff, Ministers and officials.

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 staff

Security

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

Other

- Undertake additional duties and after hours duties as required.

Qualifications, skills and experience

You must have the following qualifications, skills and experience:

- Graduate tertiary qualification as a minimum
- Experience in developing policy advice
- Experience dealing with agricultural policy and technical issues is a plus
- 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 Indonesian
- Demonstrated ability to build and maintain effective relationships
- Competent in Microsoft Office Suite, including strong skill in Outlook, Word and Excel
- Developed planning and organisational skills including the 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
- Demonstrated commitment to continuous improvement, including adaptability and openness to change
- Ability to anticipate issues and problems and think of creative solutions
- Displays personal integrity and an honest and ethical approach.

Additional Comments

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.