

# New Zealand High Commission Port Moresby

---

## Position Description

<b>Position Title</b>	Policy Adviser
<b>Post</b>	New Zealand High Commission Port Moresby
<b>Category</b>	Locally Engaged Staff
<b>Reports to</b>	Deputy High Commissioner
<b>Last Review Date</b>	September 2012
<b>Delegations</b>	The position has the following financial responsibilities: None

---

<b>About the High Commission</b>	<p>The High Commission 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 Papua New Guinea that enable the New Zealand Government to achieve more than they could alone.</p> <p>The High Commission takes a distinctively New Zealand approach, reflecting New Zealand's diversity and heritage. Our values are professionalism, leadership, respect, collaboration and innovation.</p>
----------------------------------	---

---

<b>About the Position</b>	<p>The Policy Adviser is responsible for contributing to the advancement of New Zealand's foreign policy and trade interests by supporting the High Commission's engagement with government officials, local contacts and the business sector. This includes conducting research and analysis and preparing reports, briefings and other documentation, and supporting public diplomacy initiatives that engage the High Commission with stakeholders including through the use of social media.</p>
---------------------------	--

---

<b>Relationships</b>	<p>The position is required to build and maintain the following relationships:</p> <p>Internal (within the High Commission)</p> <ul style="list-style-type: none"><li>• High Commissioner and Deputy High Commissioner</li><li>• Other seconded and locally employed staff</li><li>• Key staff in Ministry policy divisions in Wellington</li></ul> <p>External (outside the High Commission)</p> <ul style="list-style-type: none"><li>• Department of Foreign Affairs and Trade</li><li>• Peers in other diplomatic missions</li><li>• PNG government contacts (e.g. fisheries, trade, tourism, energy)</li><li>• Other New Zealand agencies</li><li>• New Zealand businesses that operate in PNG</li><li>• PNG business community including business councils</li></ul>
----------------------	--

---

# New Zealand High Commission Port Moresby

---

## **Key accountabilities**

The position has the following key accountabilities:

### Policy Advice

- In close coordination with the Deputy High Commissioner research and identify key contacts and economic, political and social issues and trends of interest and relevance to New Zealand.
- Report on trends and potential contacts of interest/relevance to New Zealand as agreed with the Deputy High Commissioner.
- 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 High Commission's map of relationships that matter: decision-makers, policy-makers, thinkers and influencers.
- Support the Deputy High Commissioner and other seconded staff as required on official calls and travel, including preparing briefing for meetings.
- Support the development and implementation of the High Commission's Trade Strategy to grow the commercial relationship between New Zealand and PNG. Respond to general policy and trade-related 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 and analyse security needs.

### Communications and Public Diplomacy

- Contribute to the development of the High Commission'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 and broaden New Zealand's constituency.
- Develop and maintain contacts with appropriate in country Government agencies, trade and business organisations, relevant research/academic institutions, media and other organisations of interest.
- Liaise regularly with counterparts in other diplomatic missions and other New Zealand Government departments and agencies.
- Be a point of contact for media enquiries and maintain existing media contacts by effectively networking and facilitating enquires where possible.

### Organisational Responsibilities

- Ensure all High Commission policies and procedures are adhered to.
- Be aware of and adhere to the Health and Safety policies and

# New Zealand High Commission Port Moresby

---

procedures.

- Contribute to High Commission projects and emergency response situations.

## Knowledge Management

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

## Security

- Be familiar with the High Commission 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
  - Minimum 4 years work experience in a relevant area
  - Experience in developing policy advice
  - 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 build and maintain effective relationships
  - Demonstrated ability to contribute to and work within a team
  - Excellent written, oral and communication skills (in both English and local language) including ability to use new age media
  - 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
  - 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
  - Hold a current, clean driver's licence and be able to drive High Commission vehicles (as required) safely in local conditions
- 

## **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
-

# New Zealand High Commission Port Moresby

---

---

capabilities as may be from time to time.

---