

Position Description

Position Title	Policy Adviser (Economic)
Post	London
Category	Locally Engaged Staff
Reports to	First Secretary (Trade and Economic)
Last Review Date	August 2012

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 is responsible for contributing to the advancement of New Zealand's foreign policy interests by supporting the New Zealand Government's engagement with government officials, local contacts and the business sector. This includes conducting research and analysis and preparing reports, briefings and other documentation.

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

Internal (within Post)

- Head of Mission
- First Secretary (Trade and Economic)
- Other staff including NZ Inc agency staff

External (outside Post)

- NZ Ministry of Foreign Affairs and Trade (MFAT)
- Other New Zealand government departments & agencies
- UK Government departments & agencies
- Irish Government departments & agencies
- Other London-based High Commissions and Embassies
- Private Sector
- Non-government organisations
- Academic institutions
- International organisations
- Other staff of the High Commission and NZ government agencies

Key accountabilities The position has the following key accountabilities:

Policy Delivery

- In close coordination with seconded staff, identify, research and

analyse and report on sustainability (climate change, emissions trading, energy, food miles etc) developments in the UK and their implications for New Zealand.

- Prepare quarterly Sustainability Market Intelligence Reports
- Independently monitor, analyse and report on Research, Science and Technology developments of interest to New Zealand and liaise with Science Counsellor.
- Report on agriculture, fishing and animal welfare issues of interest to New Zealand and advocate for New Zealand as appropriate.
- Cultivate a network of contacts on sustainability and agriculture issues to inform New Zealand's interests in the UK.
- Support seconded staff as required on official calls and travel, including preparing briefing for meetings.
- Monitor press and other media sources to stay informed on current events and developments relevant to the bilateral relationship.
- Respond to economic/trade-related enquiries from the public and from government agencies (both New Zealand and UK).

Visits

- Provide policy input into arrangements for official and Post visits to/from New Zealand and to/from the UK; and support planning and arrangements for visit, representational functions and events.

Communications and Public Diplomacy

- Assist in organising constituency-building liaison, public diplomacy and profile-raising functions that promote New Zealand's interests.
- Support NZTE and Investment New Zealand for investment promotion activities.
- Liaise regularly with counterparts in other missions and other New Zealand Government departments and agencies.
- Support NZTE and Public Diplomacy Manager in sustainability related activities with media and other PR in consultation with NZ Inc Agencies in London and Sustainable Food Exporters Group in Wellington.

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 internal stakeholders.

Security

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

Other

- Undertake driving duties as required.
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**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
- 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
- Excellence written oral and communication skills (in both English and local language)
- 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
- 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.
 - 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.
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