



**NEW ZEALAND**  
**EMBASSY**  
Te Aka Aorere

# Position Description

## Position Title

Policy Adviser

## Post

New Zealand Embassy in Brazil

## Group

Americas and Asia Group

## Reports to

Deputy Head of Mission

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## About the New Zealand Ministry of Foreign Affairs

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to build a safer, more prosperous and more sustainable future for New Zealanders. We do this by building connections with and influencing other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to the wellbeing of New Zealanders' in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges;
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections;
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore;
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

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## About the Embassy

The Embassy 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, Brazil. The Embassy takes a distinctively New Zealand approach, reflecting New Zealand's diversity and heritage.

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## Diversity and Inclusion

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

Our values are:

- **Impact:** We achieve for New Zealand, every day, everywhere
- **Kotahitanga:** We draw strength from our diversity
- **Courage:** We do the right thing
- **Manaakitanga:** We honour and respect others

The Ministry recognises the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where the Ministry's business deliverables require staff to be available during certain hours of the day or for longer periods to meet a temporary surge in work requirements.

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## About the Position

The Policy Adviser contributes to the advancement of New Zealand's interests in Brazil by conducting research and analysis, preparing reports and briefings, building relationships, and supporting the Embassy's engagement with government officials (federal, state and municipal), civil society, media, the diplomatic community and other stakeholders.

This role has a political, multilateral and development focus with work spanning foreign policy, domestic politics, climate change, Indigenous engagement, human rights and multilateral issues. The position is also responsible for administration of the New Zealand Embassy Fund, which supports development projects through small grants.

Other parts of the role include organising high level and official visits, contributing to event organisation, communications, Embassy social media and public diplomacy initiatives. The Policy Adviser will prepare high quality translations and assist with interpretation services for New Zealand officials and Ministers as required.

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### Key Accountabilities

The following accountabilities broadly describe what is required to successfully perform the role. The list is not exhaustive and may vary over time depending on skillset, background and/or the specific tasks to be completed:

- Policy Development and Delivery
  - Support diplomatic staff and work as part of the Embassy's policy team to advance New Zealand's objectives with Brazil.
  - Gather information from a range of media and other sources, analyse and report on issues relevant to New Zealand's interests in Brazil. Provide recommended courses of action.
  - Produce clear, concise and well-structured drafts of evidence-based policy advice, analysis and briefing. This includes formal messages, business cases, meeting briefs and speech notes.
  - Provide support as required on official calls and travel.
  - Assist in advocating for New Zealand's interests and positions to other governments and MFAT's interests when engaging with other New Zealand Government agencies. Report on outcomes as appropriate.
  - Respond to policy-related enquiries from the public and government agencies.
- Relationship & Stakeholder Management
  - Understand how different local political and civil society groups operate and how they seek to have their interests heard.
  - Build proactive and strategic relationships with the Brazilian government, relevant MFAT divisions and posts, other diplomatic missions, local government entities, civil society organisations, think tanks and the private sector. Leverage these relationships to advance the Embassy's objectives and deliver outcomes.
  - Maintain a targeted and productive professional network.
- Administration of the New Zealand Embassy Fund
  - In close coordination with diplomatic staff, administer the Embassy's development fund (New Zealand Embassy Fund/HEF). This includes promotion and engagement with potential applicants, evaluating and making recommendations on project proposals, overseeing expenditure, securing reports from partner organisations, maintaining a record of projects and expenditure through the Ministry's project management software, and conducting visits as required.
  - Assist Embassy and Ministry staff with visits, briefings, evaluation and communication related to HEF projects.
  - Gauge the level of risk involved in initiatives, using relevant significance criteria, and put into place appropriate mitigation strategies.
  - Accurately gauge the time and resources needed to deliver initiatives and liaise with the recipients of the funds, as required. Identify progress on projects and associated risks.
- Visits and Events
  - In collaboration with colleagues, develop visit/event objectives, programmes and logistical arrangements.
  - Assist New Zealand delegations for bilateral, regional and international visits, meetings and negotiations.
- Translation and Interpretation
  - Provide accurate and timely two-way translation for general and official correspondence, documents, media and other publications, as needed.
  - Provide accurate interpretation services, consecutive and/or simultaneous, at official meetings and functions involving diplomatic staff, Ministers and officials.
- Public Affairs and Communications
  - Contribute to the Embassy's public diplomacy and public affairs workstreams as needed.
  - Manage an approved budget for events, activities and high-level visits, reporting on expenditures and outcomes.
  - Prepare news items in Portuguese and/or English for a range of events and channels including speeches, traditional media and social media content.
  - Manage general enquiries and information requests about New Zealand from members of the public and other constituent groups.
  - Develop and leverage a media network to convey background material and information on New Zealand.
  - Contribute to the Embassy's social media content.

- Organisational Responsibilities
  - Demonstrate alignment with the organisation’s values, goals, policies and procedures.
  - Adhere to Embassy policies and procedures
  - Be aware of and adhere to the Health and Safety policies and procedures.
  - Contribute to Embassy-wide projects and emergency response situations.
  - Be eager to learn, and explore different views. Try new things and willingly engage in a broad range of tasks.
  - Collaborate with the Embassy team and be willing to help out where needed.
  - Display patience and resilience when in a challenging environment.
  - Undertake all other duties as reasonably requested by the Embassy’s Management team.
  - Understand the Ministry’s strategic priorities and high-level outcomes framework and how this role contributes to the framework.
  - Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies, and external stakeholders.
- Consular
  - Participate, on a rostered basis, in the Embassy’s after hours consular duty roster and on-call consular arrangements.
  - Contribute to consular work, supporting the Consular team in the event that extra surge support is needed.
- Knowledge Management
  - Contribute to the continuous development of the Ministry’s knowledge base by using the Ministry’s internal systems; and sharing information and data with relevant internal stakeholders.
- Security
  - Be familiar with the Post Security Instructions and adhere to these at all times.

From time to time, the job holder may be expected to perform other duties that can reasonably be regarded as incidental to the position description as per their experience and capabilities.

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## Skills, Knowledge and Experience

The following qualifications, skills and experience are required:

- Tertiary qualification and at least 3 years of relevant work experience.
- Proven skills in written and oral communication with full proficiency in English and Portuguese
- Experience in developing policy advice and sound knowledge of Brazil, its policy settings and political, economic, social and cultural environment.
- Demonstrated ability to work autonomously within guidelines, with sound judgement and a keen sense of political sensitivity and acumen.
- Strong qualitative and quantitative research & analysis skills.
- Ability to quickly form relationships and networks and communicate effectively with a range of people, all while demonstrating cultural sensitivity.
- Ability to work effectively and collegially within a team, building rapport with a range of people.
- Well-developed planning and organisational skills, including the ability to prioritise tasks effectively and work under pressure
- Ability to anticipate needs, issues and problems, and develop creative and effective solutions
- Strong decision-making skills and a commitment to delivery and achievement of objectives
- Strong self-awareness, a commitment to continuous improvement, including adaptability and openness to change.
- A strong existing professional network of Brazilian government officials and decision-makers, relevant to the work of the Embassy, is desirable.
- Previous translation experience desirable
- Ability to operate the Microsoft Office Suite, and a willingness to learn how to navigate and utilise other software/online systems relevant to the role.

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## Relationships

The Policy Adviser is required to build and maintain the following relationships:

- Internal
  - All Embassy staff

- Other New Zealand Government agency staff operating in Latin America
  - Key MFAT staff in the Americas Division (based in Wellington)
  - Other MFAT staff, both onshore and offshore
  - External
    - Brazilian government Ministries (Foreign Affairs, Trade, Agriculture, among others)
    - Other Brazilian Government departments and agencies
    - Diplomatic missions
    - NGOs and think tanks
    - Media and other members of the public
    - Business, academia, regional and international institutions
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### **Mandatory Role Requirements**

- Eligible candidates must be able to obtain and maintain an appropriate security clearance.
  - Eligible candidates must have the legal right to live and work in Brazil.
  - Eligible candidates must have the flexibility to travel as and when required. Some international travel may be required.
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