



Position Description

Position Title	Public Affairs and Policy Adviser
Post	New Zealand High Commission Singapore
Category	Staff Employed at Post
Reports to	Deputy Head of Mission
Last Review Date	November 2024

About the Post

The New Zealand High Commission manages the relationship between New Zealand and Singapore. We represent the New Zealand Government to the highest standards of professional excellence in diplomacy, foreign & trade policy, trade negotiations, international development and consular services.

The Post takes a distinctively New Zealand approach, reflecting Aotearoa New Zealand's diversity and heritage. 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.

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.

About the Position

The Public Affairs and Policy Adviser supports the relationship between New Zealand and Singapore by:

- Monitoring, researching, and providing analysis and advice on political, trade and economic developments in Singapore.
- Managing the High Commission's public outreach (stakeholder events, media relations, other public engagement including around the 60th Anniversary of relations between Singapore

and New Zealand in 2025) and social media channels (including Facebook, LinkedIn and Instagram) and providing support for the High Commissioner's social media outreach programme.

- Supporting Post's engagement with government officials, local contacts and the wider business sector.
- Supporting official visits and events involving New Zealand ministers and officials.

Relationships

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

Internal

- Head of Mission
- Deputy Head of Mission
- Other post seconded and locally employed staff
- Key staff in Ministry of Foreign Affairs & Trade policy divisions
- Staff from other New Zealand agencies in Singapore, including NZ Trade & Enterprise, NZ Defence Force, Tourism NZ, Education NZ, plus the NZ Chamber of Commerce in Singapore

External

- Counterparts in other diplomatic missions
- Local government and business contacts
- Local contacts from other sectors, e.g. media, NGOs/civil society, think tanks and academia.

Key accountabilities

The position has the following key accountabilities:

Communications and Public Diplomacy

- Develop and manage the Post's public outreach and communications strategy (including Public Diplomacy Campaigns, Post website page and social media channels).
- Create content (e.g. communications strategies and proposals, social media content) for internal/external communications.
- Maintain and develop the Post's existing media networks and be the main point of contact for media enquiries.
- Identify, develop and organise targeted public diplomacy and profile-raising events that promote New Zealand's interests.
- Develop and maintain contacts with appropriate in-country Government agencies, trade and business organisations, relevant research/academic institutions and think tanks, media and other organisations of interest.
- Support the development and implementation of Post's Crisis Communications Plan.
- Liaise regularly with counterparts in other local missions and other New Zealand Government departments and agencies.

Policy Advice

- In close coordination with seconded staff, identify and research key political/social, trade/economic, defence/security, climate and regional issues and emerging trends of interest/relevance to New Zealand.
- Effectively use and contribute to the Post's stakeholder map of key relationships: political office holders and government decision-makers, policy-makers, thinkers and influencers.
- Monitor, analyse and summarise media sources to stay informed on current events and developments relevant to the New Zealand Government's bilateral and regional interests in Singapore.
- Support seconded staff as required on official calls and travel, including preparing briefings and reports.
- Respond to general foreign policy and or trade-related enquiries from the public and from local government agencies as required.

Visits and Events

- Support the Post's organisation of visits between Singapore and New Zealand, including development of visit programmes, planning of logistics and accompanying delegations.

Organisational Responsibilities

- Adhere to all relevant Post policies and procedures.
- Be aware of and adhere to the Health and Safety policies and procedures.
- Be familiar with the Post Security Instructions and adhere to them always.
- Contribute to Post's consular duty roster (after-hours on call duty approx. one week in five or six).
- Contribute to Post-wide projects and emergency responses.

Knowledge Management

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

Other

- Undertake other duties as required including general tasks within the administrative support team.

Qualifications, skills and experience

You must have the following qualifications, skills and experience:

- Public affairs experience
 - Relevant tertiary qualification as a minimum
 - Excellent written and oral communication skills in English
 - Strong research and analytical skills
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- Strong project management, planning and organisational skills, including ability to prioritise tasks effectively and work under pressure
 - Ability to anticipate issues and problems and think of creative and effective solutions
 - Demonstrated ability to take a flexible and dynamic approach, and to work well within a team
 - Demonstrated ability to build and maintain effective relationships
 - Ability to communicate effectively with a range of people
 - Strong achievement/delivery focus, meeting high standards including accuracy and attention to detail
 - Ability to work autonomously and within guidelines, demonstrating the use of sound judgement and initiative
 - Personal integrity and an honest and ethical approach
 - Awareness of and interest in New Zealand
 - Public Affairs experience
 - Familiarity with photo/video editing software (for social media content creation) would be an advantage
 - Competence in Microsoft Office Suite (Outlook, Word and Excel), and familiarity with electronic filing systems plus willingness to learn bespoke applications

**Additional
Comments**

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- Ability to obtain and maintain appropriate New Zealand security clearances would be an advantage.
 - Experience working in government and/or diplomatic environment would be an advantage.
 - The job holder is expected to be flexible and perform other duties that can be regarded as incidental to the position description, as required.
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