

**POSITION DESCRIPTION**

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| **Position Title**  |
| Policy Adviser (Agriculture) |
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| **Reports To**  |
| Deputy Head of Mission, New Zealand Embassy. On a day-to-day basis, the position reports to the Market Access Specialist Adviser Latin America at the Ministry for Primary Industries (MPI), Wellington, New Zealand. |
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| **Post**  |
| Mexico City  |
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| **Group**  |
| Asia and Americas Group  |
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| **Date Created/Updated**  |
| September 2024 |
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| **About the Ministry**  |
| The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealanders safer and more prosperous. We do this by building connections with and influencing other countries to advance New Zealand’s interests and project New Zealand values. We provide advice to the Government on the implications for New Zealand of what is happening in the world.  |
| Our work contributes to New Zealanders’ wellbeing 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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| 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
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| **Diversity and Inclusion**  |
| We aspire to be a workplace that values 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, skills and perspectives are valued and respected.  |
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| **About the Embassy**  |
| The New Zealand Embassy in Mexico City is accredited to Mexico, Guatemala, El Salvador, Nicaragua, Costa Rica, Panama, Cuba and the Dominican Republic.  |
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| **About the Position**  |
| The Policy Adviser (Agriculture) is responsible for contributing to the advancement of New Zealand’s trade and agricultural policy interests by supporting the Post’s engagement with government officials, local contacts and the agriculture sector. This includes conducting research and analysis, providing policy advice fostering and maintaining a network of key agriculture contacts in both the Mexican government and industry, preparing reports and briefings. There will also be a requirement for some translation and interpretation assistance. The Policy Adviser (Agriculture) covers a combination of technical market access and agriculture aooperation and relations activity in Mexico and accredited countries.The market access aspect focuses on facilitating the trade of New Zealand food and fibre exports into Mexico and Central America. This work is led by MPI Bilateral Relations and Trade Divisionin Wellington. The Policy Adviser must maintain close relationships and coordination with the relevant regulatory authorities in Mexico and accredited countries. This requires significant attention to detail, critical thinking, knowledge of key regulatory requirements, patience and a resolute approach, as market access requests and issue resolution can sometimes progress slowly. This feature of the role also requires a close working relationship with New Zealand Trade and Enterprise in Mexico City, who work directly with New Zealand exporting companies. The agriculture cooperation and relations aspect is focused on the Embassy’s objectives of creating longer term partners in trade. This aspect of the role requires creative thought, attention to detail, an understanding of politics and strong networks in the public and private sector. |
| **Key Accountabilities**  |
| The position has the following key accountabilities: |
| **Market Access** |
| * Maintain up-to-date knowledge of relevant agricultural information and relevant market access conditions, as required.
* Maintain a close watching brief on relevant legislation and regulatory requirements/standards as and when they could represent a threat or opportunity to New Zealand food and fibre trade.
* Maintain a close connection to the Bilateral Relations and Trade team in Wellington to help identify import regulations that may restrict products of interest to New Zealand.
* Develop and foster close working relationships with key government agencies (SADER, SENASICA, COFEPRIS) 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, MPI and NZTE.
* Assist with work to advance New Zealand’s agriculture diplomacy initiatives.
* Assist with efforts to promote and develop New Zealand/Latin American agricultural trade.

**Agriculture Cooperation and Relations** |
| * In close coordination with seconded staff, research, identify and analyse key agricultural issues and emerging trends and contacts of interest/relevance to New Zealand.
* Provide reports on agricultural issues (including policy issues), trends and contacts of relevance to New Zealand.
* 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 relationships.
* Effectively use and contribute to the post’s map of relationships that matter: decision makers, policy makers, thought leaders and influencers.
* Support seconded staff and visiting MPI experts as required on official calls and travel, including preparing briefings for meetings.
* Represent the New Zealand Embassy at agriculture related functions when required.
* 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 targeting key decision makers in the federal and state governments, civil society and the agriculture sector.

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| **Visits and Events*** In consultation with Embassy staff propose/develop agriculture visit and function objectives, detail desired programme elements, prepare participant and guest lists, and provide administrative and logistical support as required.
* Support other visits and events as required.

**Communications and Public Diplomacy*** Assist in identifying, developing, organising and undertaking constituency building, public diplomacy and profile raising events and functions that promote New Zealand’s 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.
* Provide accurate interpretation services during travel and at official meetings as required.
* Provide accurate interpretation services during virtual meetings held between MPI and Competent Authorities.

**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.
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| **Qualifications and experience** |
| You should have the following qualifications, skills and experience: |
| * Excellent written oral and communication skills in both English and Spanish is a must.
* Graduate tertiary qualification as a minimum.
* Good understanding of project management principles
* Experience in developing and implementing policy advice
* Experience dealing with agricultural policy and/or technical issues.
* Ability to think both creatively and critically.
* Developed planning and organisational skills, including the ability to prioritise tasks effectively and work under pressure.
* Demonstrated ability to contribute to and work within a team.
* Demonstrated ability to build and maintain effective relationships.
* Demonstrated ability to persevere to resolve critical issues.
* 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.
* Competent in Outlook, Word, Excel and Powerpoint.
* Display personal integrity and an honest and ethical approach.
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| **Additional comments** |
| * The job holder must be able to obtain and hold an appropriate security clearance.
* The job holder must have the legal right to live and work in Mexico.
* The flexibility required for travelling as and when required. Some international travel may be required.
* 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.
* The job holder may be required to carry out on-call duties.
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