

Position Description

Position Title

Lead Adviser (Oceans and Biodiversity)

Division

Environment

Group

Multilateral and Legal Affairs Group (MLG)

Location

Wellington

Reports to

Divisional Manager

Last Review Date

July 2015

About the Ministry

The Ministry of Foreign Affairs and Trade works to make New Zealand's voice heard overseas and contributes directly to the security and well-being of all New Zealanders.

The Ministry acts in the world to make New Zealanders safer and more prosperous. Our work:

- *Leadership*
 - amplifies New Zealand's influence and standing in the world;
- *Prosperity*
 - delivers improved prosperity for New Zealand and our region;
- *Kaitiakitanga*
 - delivers solutions to global challenges, for the benefit of present and future generations;
- *Stability*
 - delivers security and resilience to our country, our people, and our region.

Our values are professionalism, leadership, respect, collaboration and innovation.

About the Division

Environment Division (ENV) is responsible for New Zealand's participation in multilateral environment agreements and processes across a diverse range of issues, including climate change, Antarctica, oceans, marine mammals, biodiversity, chemicals and the environment pillar of sustainable development. These issues have a significant impact on New Zealand's physical environment, economic and social well-being, and the values that New Zealanders hold to be important.

About the Position

The Lead Adviser is responsible for providing strong analytical and intellectual policy leadership and output in support of the government's objectives for New Zealand's

international relations. They demonstrate leadership by working through complex and challenging policy issues and coaching and mentoring staff to enhance their policy skills. Specifically, this position supports the achievement of the division's strategic priorities and high level outcomes as outlined under the key accountabilities.

Relationships

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

Internal (within MFAT)

- Divisional manager
- Division staff
- Other MFAT staff, both onshore and offshore
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External (outside MFAT)

- Other government agencies, including Department of Conservation, Ministry for Primary Industries, Ministry for the Environment, Te Puni Kokiri and MBIE.
- UN Division for Ocean Affairs and the Law of the Sea (DOALOS), Convention on Biological Diversity (CBD), United Nations Environment Programme (UNEP), Global Environment Facility (GEF) and other international organisations
- Business, academia, civil society and Māori.
- Diplomatic missions

Key Accountabilities

The following key accountabilities of this role assist in delivering the Ministry's vision and mission.

Role specific

- Lead policy development within the oceans and biodiversity team of 3 staff and oversee coordination with other Ministry divisions and Government agencies, including through the Natural Resource Sector processes, on:
 - Oceans and marine issues;
 - Biodiversity and biosafety;
 - Chemicals and waste
 - Conservation and iconic species;
 - International environmental governance and financing, including UNEP, GEF, environmental pillar of sustainable development, and Pacific issues.
- Chair inter-agency International Oceans Issues Working Group
- Lead or participate in New Zealand delegations to CBD and UNEP meetings, and other international processes in portfolio.

Leadership

- Contribute to the division's delivery of its planned and agreed activity stream to realise its strategic priorities and high level outcomes
- Coach and mentor foreign policy staff within the division, providing constructive feedback, fostering high standards in the quality of outputs and ensuring a culture of learning, sharing of experiences and constructively challenging thinking as required
- Demonstrate the organisation's values, goals, policies and procedures in all aspects of work

Relationship Management

- Influence decision-makers, policy-makers and thinkers to advance ENV's objectives

- Contribute to the review and refresh of the division's network in light of developments in strategic priorities
- Develop and maintain relationships with key internal and external stakeholders in order to advance Ministry objectives

Policy Development and Delivery

- Develop and deliver robust policy advice through leading or working on complex multi sector issues with significant sensitivity and risk; identify and recommend processes for resolving problems
- Provide policy leadership within the division on projects which advance the division's objectives
- Manage a varied and substantive policy work programme, demonstrating expertise in policy prioritisation in accordance with the Ministry's priorities
- Complete rigorous peer review of advice to ensure quality and consistency
- Encourage an environment where existing assumptions and policy approaches are regularly tested and constructively challenged
- Advocate New Zealand interests and positions to other governments and New Zealand government agencies and report on outcomes
- Represent the Ministry in policy discussions, advocacy meetings, and domestic outreach, as required
- Take part in or lead New Zealand delegations for bilateral, regional and international meetings and negotiations

Ministerial Servicing

- Ensure input to the Executive Services Division is given the necessary priority and meets the high standard required

Visits and Events

- Provide input to the Visits and Event Logistics Unit to provide policy objectives and identify visit programme targets for high level visits and events
- Escort high level visitors, and ensure accurate recording, reporting and follow-up of visits and meetings

Organisational Responsibilities

- 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
- Contribute to the preparation and reporting requirements of the Ministry's accountability documents
- Understand tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business
- Using the Ministry's Capability and Leadership Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring
- Identify and pursue opportunities to build specialised skills, knowledge and experience aligned with the Ministry's Strategic Framework
- Contribute to Ministry-wide projects and emergency response situations
- All other duties as requested by the employer

Knowledge Management

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

Health and Safety

The Ministry is committed to providing a safe and healthy working environment for all staff, including contractors and other workers, both on and offshore.

You are responsible for:

- taking reasonable care of your own and other's health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others
- complying with reasonable Ministry instructions to ensure the Ministry is able to comply with the Health and Safety at Work Act 2015
- cooperating with health and safety policies and procedures
- identifying and reporting hazards, injuries, illness and incidents (including near misses) that arise from your work or in the workplace
- identifying and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so
- raising health and safety matters with your manager or health and safety representative (or contact as appropriate)
- ensuring that all health and safety incidents, injuries, near misses are immediately reported through the HR Kiosk
- ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your Manager.

Qualifications, Skills, Knowledge And Experience

You must have the following qualifications, skills and experience:

- Relevant post graduate degree or conjoint/double undergraduate degree
- Some previous experience of working in environmental or natural resource policy
- Demonstrated success in developing policy for, and participating in, multilateral or complex bilateral/regional negotiations
- Proven ability to advocate and influence, and a track record of creating practical solutions to complex problems
- A high level of leadership acumen. This includes:
 - Demonstrates the drive and ability to improve own capability. Includes self-awareness and self-improvement focus
 - Shows the drive and resilience to contribute proactively and deliver sustainable high performance
 - Ability to coach and develop people, to ensure that staff have the right skills to do their jobs well and progress in their careers
 - Ability to think strategically Experience providing policy leadership in areas of complexity or ambiguity
 - Ability to identify themes and issues emerging from a range of competing information
- Experience providing intellectual and professional leadership to a team of highly skilled professionals
- Extensive experience in developing and providing strategic and technical policy advice

- Strong written and verbal skills
- Ability to build, maintain and leverage relationships with key internal and external contacts
- Strong planning and organising skills
- Good understanding of tikanga and Treaty of Waitangi principles
- Competent in Microsoft Office suite of products
- A good understanding of the Machinery of Government and the Government decision making process
- Strong qualitative and quantitative analytical skills
- Ability to work effectively with colleagues within the division

Good judgment and decision making skills

Additional Comments

You must also:

- Hold New Zealand citizenship
- Be able to obtain and maintain an appropriate New Zealand Government security clearance