



Position Description

Title:	Regional Advisor / Senior Regional Advisor
Business Unit:	Agriculture and Investment Services
Reports to:	Manager South Island Regions
Location:	Invercargill
Approved by:	Deputy Director-General Agriculture and Investment Services
Date:	March 2022

About the Ministry for Primary Industries

The Ministry for Primary Industries' (MPI's) vision is that "New Zealand will be the world's most sustainable provider of high-value food and primary products".

The vision is supported by four outcomes: prosperity, sustainability, protection and visible leadership.

Directorate description

The Agriculture and Investment Services Business Unit (AIS) works to create a thriving and sustainable future for farmers, growers, primary industries and rural communities, and cares for the health and wellbeing of animals.

We have staff who work regionally, and with farmers and growers. We help people access a range of information, expertise and funds that can build sustainability and value in their business. We also support community resilience, including response and recovery after significant adverse events, and helping rural communities to build up their own resources and wellbeing.

Our AIS teams have expertise in regional and community support and development, Māori agribusiness, disaster recovery, and animal health and welfare. We also fund innovation and research – through sector, business, and community partnerships across our food and fibre industries.

Purpose of the position

The Rural Communities and Farming Support Directorate's purpose is to support primary sector and rural communities that are thriving, sustainable and resilient.

We support rural communities, farmers, growers, and their whānau/families through changing times and challenging situations. We have a key role in responses and recovery following adverse events affecting the primary sector and rural communities.

We provide regional intelligence on issues and opportunities affecting the primary sector and rural communities, and an on the ground perspective into policies and programmes.

The Directorate also supports others to apply a rural lens to their policies and programmes.

Principal responsibilities/key result areas

To identify, facilitate and coordinate national and regional initiatives and services that support the primary sector and rural communities to thrive, and become more sustainable and resilient.

To support the primary sector and rural communities to build resilience and prepare for, respond to and recover from adverse events such as climatic events and natural disasters, by:

- Working closely with key stakeholders from the primary sector, rural communities, central and local government agencies (including civil defence), farmers and growers.
- Working closely with internal partners within MPI.
- Growing the capacity and capability of community-based groups, networks and service providers to grow the wellbeing rural communities, including providing psychosocial support and referral services.
- Supporting the development of Rural Support Trusts, particularly around their promotion of mental health and wellbeing, and their involvement in responses to adverse events and biosecurity threats.

To support MPI's roles in the regions, by:

- Representing MPI at regional meetings.
- Providing an on the ground perspective and regional intelligence into the development of policy, advice and programmes.

- Supporting the regional operating model.

To identify and report on regional trends, issues and opportunities in the primary sector and rural communities by:

- Liaising with sector participants, government agencies, Māori, and other relevant stakeholders to identify trends in sector performance, and social and environmental changes that could affect the sector and rural communities;
- Developing and maintain relationships with key stakeholders in the regions;
- Monitoring relevant developments in the regional, domestic and international context; and
- Providing Ministers and the MPI Senior Leadership Team with timely and up to date advice including briefings and reports.

To assist with policy development and implementation in the primary sector and rural communities by:

- Assisting policy-makers in government to rural proof their policies, taking into account the needs of the primary sector and rural communities and the barriers they face.
- Contributing to policies that have a direct impact on primary sector and rural communities, particularly around economic, social and environment impacts, sector and farm management change and adaptation.
- Supporting consultation with primary sector and rural communities, to ensure they are able to participate and have a voice in developing policy options and factor into final policy decisions.
- Assisting with implementation of policy, including communication and supporting uptake.
- Provide insights into policy implementation and support evaluation of policies and programmes in the primary sector and rural communities.

To assist other directorates and branches within MPI to achieve the organisational strategy, by contributing to cross-business unit and cross-MPI work streams, projects and ad-hoc responses. This includes collaborating with our MPI regional colleagues and taking a collective, regional approach to issues.

To support MPI's role as a trusted partner of the primary sector in achieving Government goals, by:

- Establishing and maintaining effective relationships with Māori, sector representatives, research providers, local and central Government and non-Government agencies;
- Actively engaging with the sector at regional and national level to identify specific industry development options and assist with their implementation.

To support Ministers, with primary sector and rural communities portfolios, by providing timely and relevant responses to Ministerial and Parliamentary questions, Official Information Act requests and preparing Ministerial correspondence.

For senior Advisors, provide coaching, mentoring support, and advice to Advisors.

General

Respond to the changing needs of MPI, performing other tasks and participate in related projects and initiatives as reasonably required.

Participate in responses (using the New Zealand Coordinated Incident Management System, national and regional plans) if required and support others to participate in response as required.

Maintain a strict sense of professional ethics, maintain confidentiality and privacy, and abide by MPI's Code of Conduct.

This position description is not intended to be an exhaustive list of tasks, but to act as guide as to the main duties and responsibilities of the position. Its content will be subject to regular review in conjunction with the job holder.

Key relationships and stakeholders

Internal	Nature of the relationship
Manager and Director	To obtain guidance on work plans and priorities, managerial leadership and to report progress on specific projects and issues.
Principal Adviser	To receive intellectual leadership and direction, for peer review and transfer of subject knowledge.
Senior Advisors / Advisors	To collaborate on Rural Communities and Farming Support Directorate, AIS business unit and MPI work streams. To provide intellectual and peer review support and advice, and to transfer subject matter expertise.
Agriculture and Investment Services staff	To support and collaborate on appropriate actions and support to meet the Government's obligations in the primary sector and rural communities and aims in respect of Māori participation in the primary sector.
Business Units / Branches	To provide support and collaborate with Branches or Business Units such as Te Uru Rākau, Biosecurity NZ, NZ Food Safety and Fisheries NZ.
Minister's office	To liaise over Ministerial visits and information requests as needed.

External	Nature of the relationship
Stakeholder/industry groups	To inform, share information, liaise on specific matters and represent the interests of MPI.

Peers in Government departments or local authorities	To inform, share information, liaise on specific matters and represent the interests of the Ministry.
Māori organisations and tangata whenua	Active engagement to support the Crown's partnership aims and obligations.

Dimensions of the position SECURITY

CLEARANCE

To fulfil the requirement of this position a security clearance classification to the following level is required:	Criminal Conviction Check; Confidential (as required)
---	--

Education, skills and experience

Qualifications	<p>Essential</p> <ul style="list-style-type: none"> A tertiary qualification, or equivalent experience in economics, law, science, resource management, agricultural, forestry, fisheries, horticultural or health; or a related discipline. <p>Desired</p> <ul style="list-style-type: none"> Post-graduate qualifications in disciplines outlined above.
Experience and knowledge	<p>Essential</p> <ul style="list-style-type: none"> 2-5 years (Advisor) or 5-10 years (Senior Advisor) of relevant experience as an advisor or policy analyst or in a strongly similar working environment. Sound understanding of, and experience operating in, government processes. Previous experience in establishing and effectively maintaining collaborative relationships with stakeholders, Māori or government agencies. Sound understanding of economic and resource management policy approaches and frameworks. Sound understanding of primary sector structure and operating context. Sound understanding of rural communities, their issues and opportunities. Sound understanding of Government's emergency management framework, including the Coordinated Incident Management System. <p>Desired</p> <ul style="list-style-type: none"> Demonstrated experience in project management. Knowledge of MPI's business environment. Sound understanding of the primary sector innovation and industry development context.

Skills	<p>Essential</p> <ul style="list-style-type: none"> • Strong analytical and problem solving skills. • Excellent written and oral communications skills. • Superior skills at building and maintaining networks. • Influencing and change management skills. • Ability to think clearly and make decisions under pressure. • Ability to plan and prioritise use of time, and manage work flows. • Computer literacy for basic programmes such as Word, Excel • Able to exercise judgement and act on their own initiative. • Proven negotiation and conflict management skills. • Strong degree of initiative and self-motivation.
---------------	--

Capabilities

COMMON CAPABILITIES – expected in all MPI roles	
<p>Engaging <i>Te Whai Wāhitanga</i></p>	<ul style="list-style-type: none"> • Connects with others • Listens • Reads people and situations • Interacts appropriately in different situational / social / cultural settings • Communicates tactfully
<p>Honest and Courageous <i>He Pono, He Māia</i></p>	<ul style="list-style-type: none"> • Shows courage • Shows decisiveness • Acts with integrity
<p>Resilient <i>He Manawaroa</i></p>	<ul style="list-style-type: none"> • Is adaptable • Remains effective under pressure • Demonstrates composure
<p>Results Focus <i>He Aro ki ngā Hua</i></p>	<ul style="list-style-type: none"> • Committed and tenacious • Focused on achieving
<p>Self-Aware Learner <i>He Ākonga Kiri Mōhio</i></p>	<ul style="list-style-type: none"> • Seeks feedback on own performance • Self-assesses • Adapts approach • Shows commitment to development
<p>Tikanga Māori <i>Tikanga: the dynamics of doing what is right / rite so as to respect, and not transgress, the mana, integrity and honour of anyone in a given context; Māori: the indigenous people of the land</i></p>	<ul style="list-style-type: none"> • Applies Māori culture and language to work • Draws on Māori culture to enrich one's work • Applies Māori knowledge and values within a government and Crown context <p><i>Refer to relevant Career Pathway Māori Cultural Competency for role-specific expectations.</i></p>

CAPABILITIES – specifically relevant to this role	
Judgement and Decision-Making	<ul style="list-style-type: none"> • Considers options and likely consequences • Able to give rationale for decisions • Is able to make decisions in uncertain situations • Makes timely decisions, balancing the desire for complete information with the need to progress important or urgent matters
Inquiring and Analytical	<ul style="list-style-type: none"> • Thinks analytically and critically • Displays curiosity • Shows awareness, and minimises impact of bias
Strategic	<ul style="list-style-type: none"> • Looks ahead • Considers the big picture and the detail • Progresses current thinking
Communicates with Impact	<ul style="list-style-type: none"> • Communicates clearly • Influences others • Communication achieves intended purpose
Solves Problems	<ul style="list-style-type: none"> • Takes steps to fully understand the problem and contributing factors • Explores different solution options and possible side effects • Selects and implements solutions that are effective • Involves stakeholders and ensures that solutions meet their needs
Written Communication	<ul style="list-style-type: none"> • Writes clearly and succinctly • Uses correct grammar and spelling • Uses a writing style appropriate to a document's purpose • Meets professional formatting expectations • Uses exemplars and peer review

GROUP-SPECIFIC / TECHNICAL CAPABILITIES FROM CAREER PATHWAYS
<i>Policy design and development</i>
<i>Papers and briefings for Ministers and SLT</i>
<i>Navigate Government process</i>
<i>Stakeholder relationships and engagement</i>

RESPONSE CAPABILITIES – for all staff who may be involved in a response	
Dealing with ambiguity	Comfortably handles unclear or unpredictable situations
Accountability	Accepts responsibility for one's actions regardless of outcomes
Professionalism	Acts in accordance with job-related values, principles and standards
Handling stress	Acts calm under pressure, and manages self
Integrity	Acts honestly in accordance with moral or ethical principles

