

<b>Position</b>	<b>Group Manager, Investment and Engagement</b>
<b>Team</b>	Investment and Engagement
<b>Reports to</b>	Chief Executive
<b>Direct reports</b>	6
<b>Employment</b>	Permanent
<b>Grade</b>	21
<b>Location</b>	Wellington (preferably)/Auckland
<b>Effective from</b>	October 2020

## Who Are We?

EECA's purpose is to *mobilise New Zealanders to be world leaders in clean and clever energy use*.

EECA is a Crown entity governed by a Board whose members are accountable to the Minister of Energy and Resources.

We work to improve energy efficiency, energy conservation and increase the use of renewable sources of energy. In particular, we look at how this work programme can assist New Zealand's transition to a low carbon economy.

Our strategic focus areas are:

- Productive and low emissions business
- Efficient and low-emissions transport
- Energy efficient homes
- Government leadership
- Engage hearts and minds

**More information on who we are and what we do is available on our website**

[www.eeca.govt.nz/about-eeca](http://www.eeca.govt.nz/about-eeca)

## Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki  
<https://www.publicservice.govt.nz/about-us/>

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at

<https://www.publicservice.govt.nz/about-us/>

## Purpose

The Investment and Engagement Group is responsible for delivering EECA's co-investment programmes across the Business, Transport, Government and Residential strategic focus areas. Through robust analysis, relationship management and business case development the Group makes investments in energy efficiency, the switch to renewables and related carbon emission reductions.

The key objective of this position is effectively engaging with our target markets in order to meet or exceed EECA's performance targets as described in its 4 yearly Statement of Intent (SOI), and Annual Statement of Performance Expectations (SPE). This requires the Investment and Engagement Group to have the capability to work quickly and effectively to achieve outstanding results, while ensuring the market views EECA as the Authority relating to energy efficiency and renewable sources of energy.

The Group Manager Investment and Engagement must establish strong collaborative relationships both internally with other EECA groups, and externally with large energy users, key stakeholders and influencers – business leaders, industry bodies and representatives.

As a member of the EECA Leadership team, the Group Manager will play a key leadership role in the organisation and as part of this work collaboratively with all Groups to achieve EECA's purpose and to help deliver on all of its strategic focus areas.

All members of the Leadership team are expected to work collectively to embed a culture which thrives on innovation and change, and demands and strives for high performance.

## Key Result Areas

- Deliver on relevant annual SPE and related business plan objectives
- Ensure EECA's SOI and SPE energy saving deliverables are met;
- Ensure strategic leadership and innovation is demonstrated within EECA and with external stakeholders;
- Build and maintain effective relationships with New Zealand's largest energy users;
- Contribute to effective programme design and development, and manage the transition from design to delivery and ultimately exit;
- Meet all programme and statutory reporting requirements in a timely and accurate manner;
- Meet agreed deadlines, deliver results and expenditure to budget;
- High performance is demonstrated by the Investment and Engagement teams;

- Identify, implement and lead improvement opportunities.

## Accountability

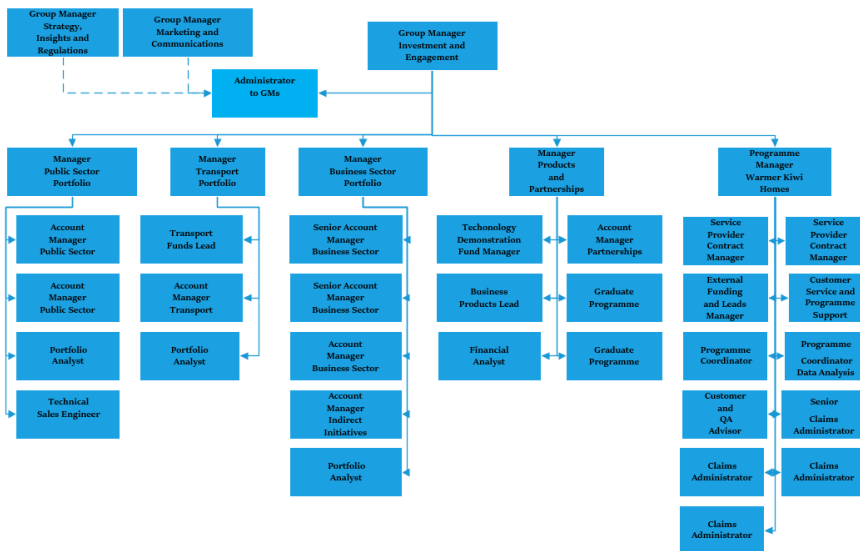
Accountability	Description
People leadership	<p>Provide visible leadership for the Group, the EECA brand and culture. Ensure the Investment and Engagement Group is effectively led and supported to successfully deliver on customer engagement and investment outcomes.</p> <p>Develop the Investment and Engagement teams to work together as a high performing group to deliver high quality work; including managing performance, coaching, mentoring, providing leadership and identifying development opportunities.</p> <p>Group members are empowered to work collaboratively across EECA; the Group Manager leads by example and models an effective collaborative approach.</p>
Market Change	<p>Identify and work to overcome the barriers to investment in and uptake of energy efficiency initiatives and carbon emission reductions.</p> <p>Support EECA to define changes in the market. Manage and co-ordinate a portfolio of engagement programmes to achieve this market change.</p> <p>Identify and understand the specific sectors, technologies and practices across New Zealand where significant achievable energy efficiency and carbon emissions potential exists and realise these.</p>
Customer and Stakeholder Engagement	<p>Create and nurture large energy user and government partnerships to successfully deliver market engagement programmes. Maintain strong and effective communication with key participants including major energy users, energy suppliers, the energy management industry, key service providers, industry representative groups, levy payers etc.</p> <p>Work with the Strategy, Insights and Regulations Group to strengthen relationships with government partners.</p>
Delivery	<p>Deliver, in collaboration with other market participants, cost effective and quality energy efficiency and carbon reduction programmes that achieve</p>

	<p>sustainable energy and carbon emission reductions and savings that target return on investment.</p> <p>Ensure that programme exits are successfully managed.</p> <p>Ensure a system of quality assurance is established to ensure that risks are identified and understood and that quality deliverables are achieved to a consistently high standard.</p> <p>Ensure delivery systems are set up to transfer the necessary data for the proactive measurement, monitoring and evaluation of results and overall programmes.</p>
Risk Management and Procurement/Contract Management	<p>Mitigate EECA's exposure to risk through robust contract management.</p> <p>Protect and enhance EECA's reputation, via effective media and issues management.</p> <p>Use best practice and EECA's procurement processes to elicit and evaluate proposals, negotiate contracts and manage relationships and contracts with service providers.</p>
Financial Management and Reporting	<p>Ensure accurate forecasting, resourcing assessments and funding needs to deliver on the work plan of the Group. Work within allocated budget and financial delegations for the management of all projects. Undertake reliable accountability reporting as required.</p>
Leadership Group	<p>Actively contribute to the Leadership Group and display EECA's key behaviours necessary to embed the culture necessary to deliver on the strategic focus areas and to ensure the Leadership Group is a high performing team.</p>
Collaboration	<p>Contribute as a member of cross EECA teams where required to identify and develop initiatives to improve the efficiency and effectiveness of key business activities and organisational issues.</p> <p>Ensure constructive relationships exist between the Investment and Engagement Group and other parts of the organisation.</p>

## Relationships

It is expected that effective working relationships are established with relevant EECA staff and external stakeholders.

### Where your position fits



<b>Internal Relationships</b>	<ul style="list-style-type: none"> <li>• EECA Leadership Group</li> <li>• EECA Board Members</li> <li>• EECA Wider Leadership Group</li> <li>• Investment and Engagement</li> </ul>
<b>External Relationships</b>	<ul style="list-style-type: none"> <li>• Minister of Energy &amp; Resources (periodically)</li> <li>• Business Leaders and collaboration partners</li> <li>• Industry Associations / bodies / entities</li> <li>• Sector organisations</li> <li>• Key suppliers /strategic partners</li> </ul>

## Educational Qualifications, Experience and Skills Required

The incumbent should possess:

- A tertiary qualification in a relevant field and or equivalent experience;
- Extensive leadership experience preferably in the private sector;
- Strong commercial acumen and a business mind-set;

- Partnership Management with previous successful experience in collaborating and brokering with other stakeholders to achieve desired outcomes;
- Strong experience in influencing people, leading work programmes, change management and coaching and mentoring staff;
- Confident Financial Management and a solid understanding of governance.
- The ability to think strategically and then develop the operational tactics necessary to convert strategy to desired results;
- Demonstrated entrepreneurial thinking and the ability to get results;
- Highly effective communicator, negotiator and mediator with the ability to build strong relationships at all levels from external partners, the Board and senior management down through the organisation;
- Enthusiasm for promoting energy efficiency and use of renewable energy;

## General

A policy of equal employment opportunity operates and EECA provides a work environment that is free from discriminatory practices and encourages all employees to reach their full potential.

As a good employer, EECA takes its Health and Safety responsibilities seriously and all staff are expected to comply with all Health and Safety policies and practices, as part of their employment.

## EECA Behaviours

EECA has identified four behaviours that will help us succeed. We will be looking for applicants that can demonstrate these behaviours.

1. **Open to the new.** Changing New Zealand needs openness and understanding. To succeed, we welcome fresh thinking from others, and create an environment where new perspectives are cherished.
2. **Stand in others' shoes.** To mobilise New Zealanders, we'll need to understand people. That means parking our pre-conceptions and getting to know them before we act.
3. **Deliver the goods.** To be world leaders in clean and clever energy use, we need every individual at EECA to own their part of the challenge.
4. **Believe in the 'we' not the 'me'.** Tackling climate change will take collaboration. We need to work together, in a positive and proactive way to make the good stuff happen.