

Position	Ministerial Advisor
Team	Policy and Engagement
Reports to	Group Manager, Strategy Insights and Regulations
Direct reports	Nil
Employment	Permanent part-time (0.6FTE)
Grade	15
Location	Wellington
Effective from	September 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

Purpose

The core functions of EECA's Policy and Engagement team are to:

- Work across government to influence policy positions necessary to achieve EECA's strategic purpose in energy, climate change, transport, and housing.
- Provide authoritative advice to Ministers on energy efficiency and renewable energy.
- Manage and mitigate stakeholder or reputational risks.
- Meet EECA's responsibilities as a Crown entity to the Minister, Parliament and Select Committees.

The Ministerial Advisor leads the team's ministerial servicing function, including:

- Drafting responses to departmental and ministerial correspondence, Official Information Act (OIA) requests and Written Parliamentary Questions (WPQs)
- Supporting the team's reporting and accountability processes, including preparation for Select Committee hearings and coordinating EECA's regular reporting to the Minister of Energy and Resources
- Coordinating EECA's input to international bodies, including the International Energy Agency and Asia Pacific Economic Cooperation (APEC)
- Coordinating and distributing EECA's weekly internal communications forum, 'Quick Briefs'.

The role will involve maintaining relationships with key stakeholders across government, including the Office of the Minister of Energy and Resources and the Government's key energy policy advisor, the Ministry of Business, Innovation and Employment (MBIE).

Key Result Areas

- Build and maintain positive relationships with relevant government entities and with EECA's key stakeholders
- Work collaboratively with internal and external subject matter experts to prepare timely and impactful advice to senior leadership, the Minister and other key stakeholders
- Contribute to enhancing the credibility and standing of EECA among Ministers and the many government entities EECA works with
- Coordinate, prepare and edit responses to relevant stakeholder questions, papers and enquiries

Accountability

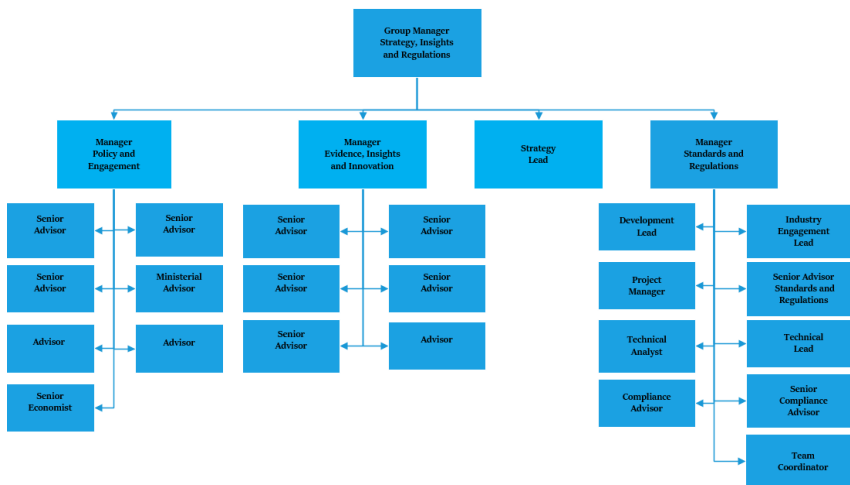
Accountability	Description
Relationship management	<p>Establish and maintain effective working relationships with key staff within the wider team, EECA, and other relevant Government departments, as well as with key external stakeholders.</p> <p>Manage and develop EECA's key relationships, including with the Office of the Minister of Energy and Resources and our monitoring agency (the Ministry of Business, Innovation and Employment).</p>
Machinery of government	<p>Serve as a functional lead on ministerial and departmental processes, including ministerial correspondence, OIAs, WPQs, and parliamentary accountability processes.</p> <p>Co-ordinate and prepare advice and support to the Minister's Office.</p>
Collaboration	<p>Work collaboratively with internal and external stakeholders to deliver EECA's outcomes and strategic objectives.</p>

	Provide peer review, oversight and input into submissions and other papers prepared by EECA for the Minister or Government entities.
Sector knowledge	<p>Maintain a comprehensive understanding of the Government’s key priority areas, particularly as they relate to energy and climate change, and EECA’s role in achieving these.</p> <p>Develop sound knowledge of issues associated with energy, climate change and transport policies and practices, as well as their application in particular sectors of the economy.</p>

Relationships

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

Where your position fits



Internal Relationships	<ul style="list-style-type: none"> • EECA Management • Everyone at EECA
External Relationships	<ul style="list-style-type: none"> • Office of the Minister of Energy & Resources • Ministry of Business Innovation & Employment • Ministry for the Environment and Ministry of Transport • Ministry of Housing and Urban Development • Other government entities working on energy, climate change and transport issues • International Energy Agency and Asia Pacific Economic Cooperation

Educational Qualifications, Experience and Skills Required

The incumbent should possess:

- A relevant tertiary qualification or equivalent work experience (such as political science, public policy, international relations, economics, law)
- Excellent facilitation and interpersonal skills with the ability to manage issues in a sensitive and mature manner
- Experience in machinery of government, particularly as these relate to ministerial servicing
- Excellent written and oral communication skills - including the capability to communicate complex ideas
- Initiative, and the ability to generate solutions in a fast-paced, sometimes ambiguous environment
- Enthusiasm for promoting energy efficiency and renewable energy in New Zealand.

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.