

The Role

Location:	Wellington	Team:	Equipment Replacement Scheme (ERS)
Grade:	14	Reports to:	Manager, Equipment Replacement Scheme
Employment:	Permanent		

Responsibilities

The Equipment Replacement Scheme (ERS) Team is establishing and will manage the Government's new Equipment Replacement Scheme (ERS), funded through the Government Investment in Decarbonising Industry (GIDI) Fund. The scheme aims to encourage businesses' uptake of energy efficient and low emissions equipment, including retrofits for commercial buildings. The ERS is particularly targeted at SMEs though is available to all. Within this team, the Analyst role supports the successful delivery of the Equipment Replacement Scheme through effective reporting, contract processing and administration.

EECA's Purpose and Behaviours

Our Purpose

EECA's purpose is to mobilise New Zealanders to be world leaders in clean and clever energy use. We are Te Tari Tiaki Pūngao – Guardian of the energy. This means we have a responsibility to ensure that all of New Zealand recognises that the energy we save now will be an asset to our future, in a multitude of ways. We want a sustainable energy system that supports the prosperity and well-being of current and future generations.

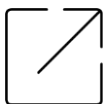
In order to get there, our strategic focus areas are:

- 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-eeeca

Our Key Behaviours

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



Open to the new



Stand in others' shoes



Believe in 'we' not 'me'



Deliver the goods



Key Result Areas

- Provide delivery support to the Equipment Replacement Scheme (ERS) Team
- Perform basic contract administration including claims processing
- Preparing and managing documents, and information on ERS products and programmes for internal and external communications
- Prepare financial and contract progress reports
- Analysis and reporting on portfolio data (e.g. emissions and energy outcomes)
- Customer relationship management (CRM)
- Adopting the collaborative cross-functional team approach within the Business Group and wider EECA
- Identifying and implementing improvement opportunities.

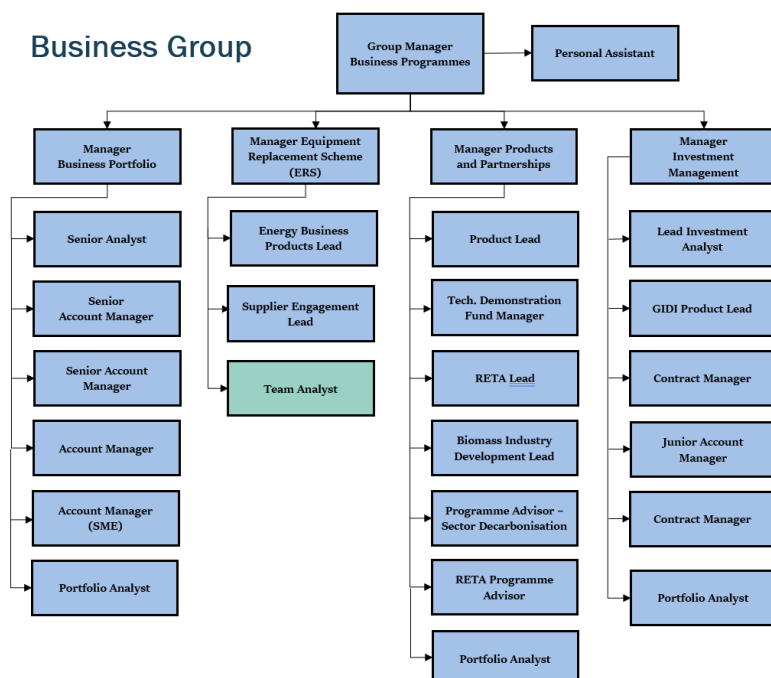
Key Competencies

- Planning and priority setting
- Effective communication
- Using digital technology
- Continuous learning
- Strong customer service
- Solution-focused problem solving

Relationships

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

Where your position fits:



Key Internal Relationships

- Business Group
- Marketing and Communications Group
- Evidence and Insights Team

Key External Relationships

- Private Sector organisations
- Energy Management Consultants and Partners
- Service Providers

Educational Qualifications, Experience and Skills Required

- A relevant tertiary qualification or equivalent experience
- Relationship management or customer service experience
- Data analysis skills
- Numerical proficiency
- Attention to detail
- Strong communication skills
- Experience taking a process approach to quality improvement
- Familiarity with energy or decarbonisation industry an advantage

EECA's Working Environment

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.

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 hāpori, 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/>

