

Position	Advisor – Policy and Engagement
Team	Policy and Engagement
Reports to	Manager, Policy and Engagement
Direct reports	Nil
Employment	Permanent
Grade	15
Location	Wellington
Effective from	May 2021

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

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 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 the Minister on energy efficiency and renewable energy, particularly as they relate to the energy trilemma (energy affordability, security, and sustainability).
- Manage and mitigate stakeholder or reputational risks.
- Meet EECA's responsibilities as a Crown entity to the Minister, Parliament and Select Committees, including through ministerial servicing and accountability reporting.

The key objective of the Advisor – Policy and Engagement is to support the team's efforts by providing sound policy advice, information, and other assistance on energy matters for the Minister of Energy and Resources and other key stakeholders.

The Advisor – Policy and Engagement role is responsible for supporting, coordinating, and development of authoritative policy advice on areas within EECA's mandate. This includes a sound working understanding of the machinery of government, building a broad knowledge of EECA's programmes, and managing relationships with relevant internal and external stakeholders.

Key Result Areas

The Advisor – Policy and Engagement role is based on DPMC's [Policy Skills Framework](#). Additionally, the key result areas include:

- Provide coordination and support for the Policy and Engagement functions at EECA
- Support EECA to provide sound advice, information and other assistance to the Minister and other Parliamentary representatives
- Coordinate and collate information to assist in the preparation, drafting and editing of relevant responses to EECA stakeholders
- Oversee the administration of the governance document tracking system.

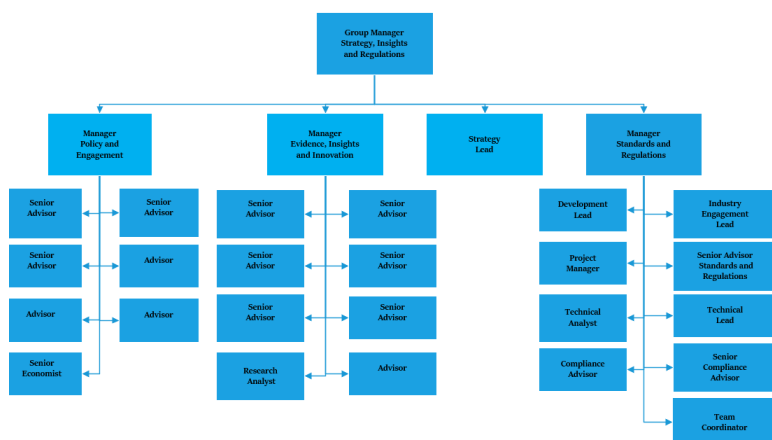
Accountability

Accountability	Description
Ministerial Servicing	<p>Prepare advice to support the Minister including aide memoires, briefing notes, and responses to bespoke/ad hoc information requests.</p> <p>Coordinate and prepare draft responses to Official Information Act requests (both ministerial and departmental), correspondence, parliamentary questions, and other requests from the Minister's office.</p>
Policy Advice	Coordinate, develop and deliver high quality and accurate policy advice for senior stakeholders.
Relationship Management	<p>Establish and maintain effective, positive working relationships with EECA staff and external stakeholders.</p> <p>Liaise with other teams within EECA and other offices to build influence, share information and gather intelligence on the wider context.</p>
Collaboration	Work collaboratively across dynamic and/or virtual teams to assist EECA to deliver against its strategic priority areas, particularly in the policy sphere.

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 Leadership Group and Board • Everyone at EECA
External Relationships	<ul style="list-style-type: none"> • Office of the Minister of Energy & Resources • Other government entities (MBIE, MfE, MOT, MHUD) • Other government entities working on energy, climate change and transport issues

Educational Qualifications, Experience and Skills Required

The incumbent should possess:

- A relevant tertiary qualification or equivalent work experience
- Ability to work effectively in a team environment, including excellent relationship management skills and the ability to influence
- Excellent written and verbal communication skills
- Experience dealing with Ministers' Offices is an advantage
- Excellent attention to detail and demonstrated research skills
- A strong sense of responsibility with a capacity to anticipate new demands and shifting priorities
- Enthusiasm for promoting energy efficiency and renewable energy in New Zealand
- Excellent time management skills and the ability to manage a number of tasks at one time
- Knowledge and expertise in the Microsoft Office products in particular Word and Excel
- Excellent people skills and the natural ability to manage issues in a sensitive and mature manner
- Maturity, initiative, sound judgement, and ability to take a strategic overview.

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.