

## The Role

<b>Location:</b>	Wellington, Auckland, Christchurch	<b>Team:</b>	Investment Management Portfolio
<b>Grade:</b>	17	<b>Reports to:</b>	Manager, Investment Management Portfolio
<b>Employment:</b>	Permanent		

## Responsibilities

By managing a portfolio of approved co-investment projects (primarily funded through the Government Investment in Decarbonising Industry Fund), this role will help ensure EECA's investment achieves maximum impact, and its co-funding recipients will meet their commitments to deliver impactful projects for the benefit of New Zealand.

The role's focus is on assisting with the planning and initiation of funding processes with a focus on contract negotiation and management and monitoring of approved projects. The role requires significant interaction with project recipients, negotiating contracts that apply EECA's approved terms and conditions, and managing a portfolio of contracted projects to ensure timely achievement of milestones, administration of payments and variations, through best practice monitoring, reporting and relationship management. The Contract Manager will effectively communicate expectations and consequences, keeping recipients focused on their progress and obligations, and ensuring that issues or risks are surfaced, escalated, and resolved.

The Contract Manager will work with recipients to achieve the successful monitoring, reporting and measurement of projects' outcomes and impacts. This includes the collection and collation of relevant information data from funding recipients and facilitation of promotional events and opportunities.

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

### 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



20/09/2022

## Key Result Areas

- Negotiate contracts for approved projects, including setting and meeting preconditions and conditions
- Successfully manage and track milestones for funded projects, holding recipients to account to their commitments and obligations including timing and quality, and escalating issues or risks
- Assist the Fund Lead in planning, initiating, and implementing of best practice funding processes
- Ensure EECA's contract and CRM systems and client files are appropriately managed and documented with accurate and up to date information
- Review, finalise and approve payment requests ensuring contract and audit requirements are met, promptly resolving any issues with the contracted parties
- Oversee the collection of project details for the Evidence, Insights, and Innovation Team's business intelligence activities to provide monitoring, reporting and eventual evaluation of EECA funding
- Engage effectively with recipients, applying a proactive and solutions focussed mindset
- Proactively raise and pursue publicity and shared learning opportunities through the agreed EECA channels
- Identify, implement, and lead simplification / improvement opportunities

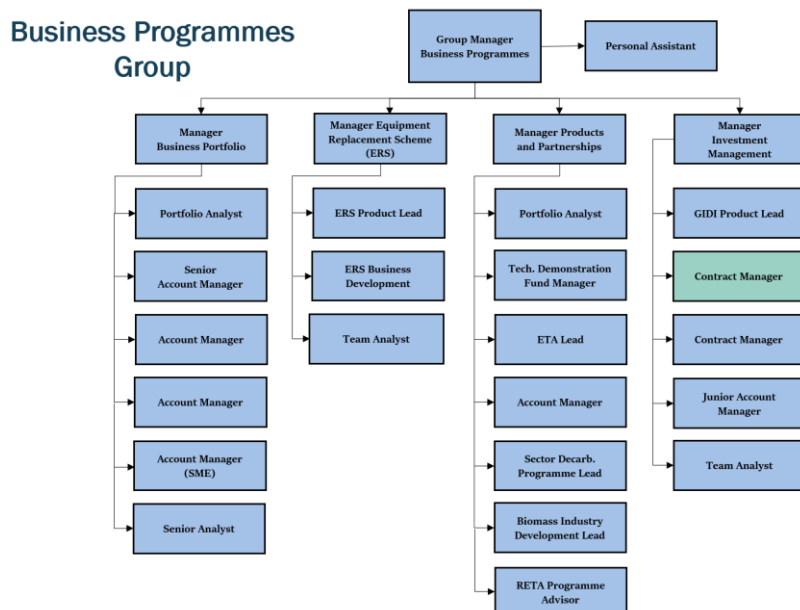
## Key Competencies

- Planning and priority setting
- Communicating, facilitating, and negotiating
- Dealing with ambiguity
- Effective relationship management and customer service
- Continuous learning
- Commercial orientation, with an appreciation of issues facing the energy industry and energy users

## Relationships

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

### Where your position fits



EECA



**Key Internal Relationships**

- Rest of Business Group
- Evidence Insights and Innovation Team
- Marketing and Communications Group

**Key External Relationships**

- EECA's co-investment recipients
- Recipients' third party advisers such as consultants
- Key suppliers /strategic partners

**Educational Qualifications, Experience and Skills Required**

- A tertiary qualification in a relevant field and or equivalent experience
- Experience with contract negotiation and drafting of basic contract documents, as well as monitoring and reporting
- Commercial acumen with a clear understanding of what drives private sector decision makers
- Proven background in funding programmes and processes, and ideally experience with Government grants
- Experience managing multiple stakeholders to deliver impactful outcomes and build strong relationships
- A tenacious approach with an eye for detail
- Strong communication and facilitation skills
- Excellent writing and analytical skills
- Understanding of business decarbonisation issues.

**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 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/>

