

The Role

Location:	Wellington	Team:	Corporate Services
Grade:	18	Reports to:	Group Manager, Corporate Services
Employment:	Fixed-Term (12 months)		

Responsibilities

The Corporate Services Group is essential in enabling EECA to achieve its purpose and for our people to thrive. The Group ensures that we have the right information, infrastructure, capabilities, and processes to underpin organisational success.

The purpose of the role is to improve the delivery of EECA's strategic initiatives by coordinating work across the organisation, providing leadership visibility which supports and enables efficient delivery and decision making.

The role provides a practical integration point across key initiatives, helping to align priorities, surface risks early, and resolve delivery issues before they become blockers. It exists to help the organisation deliver strategically important work more effectively using a right-sized approach rather than one which is unnecessarily bureaucratic or process-heavy.

EECA's Mission and Behaviours

Our Mission

EECA's mission 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 key strategic objectives are:

- Energy efficiency first
- Empower energy users
- Accelerate renewable energy

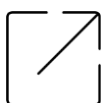
Outcomes are that energy users save energy, money and reduce emissions; and energy productivity and resilience improve. The levers EECA uses to achieve this are:

- Regulation of products, processes and systems
- Information and motivation to promote clean and clever energy choices
- Targeted investment to demonstrate and scale up energy efficient technologies and renewable energy use.

More information on who we are and what we do is available on our website www.eeca.govt.nz/about-eeca

Our Behaviours

EECA has identified four 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

• Enterprise Delivery Integration

- Maintain an organisation-wide view of EECA's strategic initiatives, identifying interdependencies, delivery risks, competing priorities and opportunities for collaboration.
- Coordinate strategic initiatives by identifying and reducing delivery friction, resolving cross-functional issues, and enabling timely decision-making.
- Provide practical delivery leadership for high-risk or complex initiatives where additional coordination or project management expertise is required.

• Leadership Support and Portfolio Visibility

- Provide Leadership Team with concise, decision-focused advice on portfolio status, delivery risks, emerging issues and priorities.
- Develop and maintain lightweight portfolio visibility that supports organisational decision-making without creating unnecessary reporting overhead.
- Support the alignment of organisational priorities, resource demand and delivery capacity.

• Delivery Improvement

- Support project leads with practical and proportionate delivery practices that improve outcomes while minimising administrative burden.
- Develop and introduce tools, governance approaches and planning practices where they demonstrably improve delivery effectiveness.
- Coach and support leads, operational managers and teams to strengthen delivery capability through practical guidance and knowledge sharing.

• Organisational Collaboration

- Build strong working relationships across EECA to improve coordination between initiatives and facilitate collaborative problem-solving.
- Work with leads to identify emerging delivery issues early and develop practical solutions.
- Support a culture of continuous improvement by identifying opportunities to simplify delivery and improve organisational effectiveness.

Key Competencies

- Enterprise and Systems Thinking
- Relationship Building and Influence
- Delivery Leadership
- Strategic Planning and Prioritisation
- Communication and Executive Advice
- Judgement and Pragmatic Problem Solving
- Adaptability and Continuous Improvement

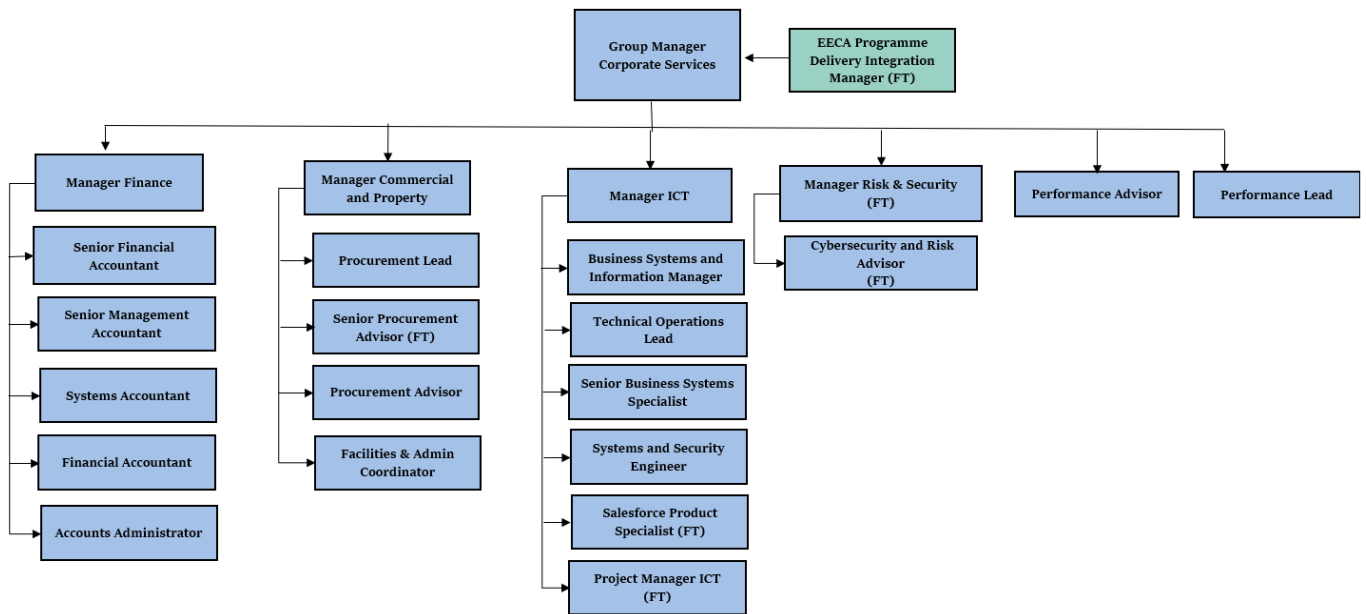
Relationships

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

Where your position fits



Corporate Services Group



Key Internal Relationships

- All of EECA
- Leadership Team

Key External Relationships

- Relevant Public Sector Agencies
- Technical specialists

Educational Qualifications, Experience and Skills Required

- 7+ years' experience leading the delivery, coordination or governance of complex programmes, projects or organisational change initiatives.
- Strong understanding of programme, project and portfolio management principles, with recognised qualifications such as PRINCE2, MSP, PMP, PgMP, Agile or equivalent desirable.
- Experience using project, portfolio or collaboration tools (e.g. Microsoft Project, Planner, Jira, Trello, Monday.com or equivalent) to support delivery coordination and organisational visibility.
- Proven track record of programme managing large, complex enterprise programmes.
- Experience introducing practical improvements to delivery practices, governance or organisational coordination in a way that supports delivery rather than creating unnecessary administrative burden.
- Demonstrated ability to communicate complex delivery issues clearly, synthesise information from multiple sources, and provide concise, practical advice to senior leaders

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. [About the Public Service Commission - Te Kawa Mataaho Public Service Commission](#)

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: [About the Public Service Commission - Te Kawa Mataaho Public Service Commission](#)

