

## The Role

|                    |            |                    |                                       |
|--------------------|------------|--------------------|---------------------------------------|
| <b>Location:</b>   | Wellington | <b>Team:</b>       | Equipment Replacement Scheme          |
| <b>Grade:</b>      | 17         | <b>Reports to:</b> | Manager, Equipment Replacement Scheme |
| <b>Employment:</b> | Permanent  |                    |                                       |

## Responsibilities

The Business Programmes Group delivers change programmes that result in significant cost effective, sustainable abatement and energy savings across EECA's target business markets. By developing and progressing a portfolio of decarbonisation projects, the group ensures that EECA's investment achieves maximum impact and co-funding recipients meet their commitments to deliver impactful decarbonisation projects for the benefit of New Zealand.

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 fixtures and fittings for commercial buildings. The ERS is particularly targeted at SMEs.

The Energy Business Products Lead is responsible for managing the ongoing quality of the ERS, implementing technical and product delivery guidance provided by EECA's Strategy, Insights and Regulations team. The Products Lead will build EECA's market knowledge of potential ERS technologies by developing and maintaining relationships with key suppliers, specifiers, and installers of technologies. They will manage procurement and contracting processes and regularly review and improve ERS design and product offerings to ensure the programme has maximum reach and impact.

## 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:

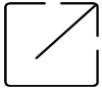
- Productive and low emissions business
- Efficient and low-emissions transport
- Energy efficient homes
- Government leadership
- Engage hearts and minds

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.





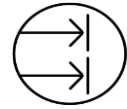
Open to the new



Stand in others' shoes



Believe in 'we' not 'me'



Deliver the goods

## Key Result Areas

- Implement specific technology interventions and promotions, with guidance from EECA's Strategy, Insights and Regulations Group
- Work closely with the Evidence Insights and Innovation Team, and Standards and Regulations Team to develop and maintain future product pipeline, including any new iterations of the scheme
- Oversee pilot projects, monitoring and collating their learnings and contributing to their evaluation and recommendations
- Manage procurement and contracting processes for suppliers or consultants, working with EECA's procurement team
- Prepare and manage documentation including RFPs, basic contracts, forms and templates, and briefing papers
- Develop and maintain relationships with key suppliers, specifiers, and installers of technologies
- Work with EECA's Marketing and Communications team and external stakeholders to promote the ERS, and ensure delivery design and processes have a customer lens
- Support the Manager ERS to achieve best practice investment portfolio management, auditing, monitoring, and reporting
- Contribute to the continual evaluation and improvement of the ERS scope, criteria, forms, system, and processes to meet EECA's and the Minister's objectives.

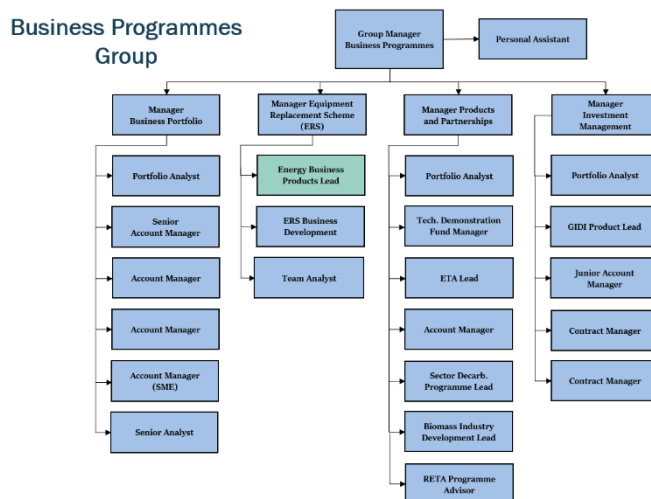
## Key Competencies

- Dealing with ambiguity
- Managing stakeholders and maintaining relationships
- Planning and priority setting to meet firm deadlines
- Effective written and oral communication
- Commercial orientation, with an appreciation of issues facing businesses in relation to their energy emissions

## 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 Programmes Group
- Evidence Insights and Innovation Team
- Policy and Engagement Team
- Standard and Regulations Team
- Marketing and Communications Group

### Key External Relationships

- ERS Fund enquirers, applicants, and recipients
- Technology suppliers
- Energy system consultants
- Potential product sales channels such as banks or electricity retailers

## Educational Qualifications, Experience and Skills Required

- A tertiary qualification in a relevant field and or equivalent experience
- Business acumen and an understanding of SMEs
- Able to interpret technical information and work with internal teams to design products, implement monitoring and reporting frameworks and processes.
- Able to identify scalable ideas that hit the ‘sweet spot’ between what is desirable and viable for equipment replacement to achieve emission and energy targets
- Agile thinking with an adaptable and action-oriented mindset
- Experience with contract negotiation and management
- Product management experience, particularly with SMEs, grant assistance, or rebate schemes
- Experience in managing multiple stakeholders to deliver impactful outcomes and build strong relationships
- Strong communication and facilitation skills
- Excellent writing and analytical skills
- An eye for detail

## 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 whitake 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/>

