

The Role

Location:	Wellington	Team:	Policy and Engagement
Grade:	18	Reports to:	Manager Policy and Engagement
Employment:	Permanent	Direct Reports:	Nil

Responsibilities

The Policy & Engagement team works to provide sound policy advice, information and other assistance on energy matters for the Minister for Energy and other key stakeholders. The team is also responsible for managing and promoting EECA's reputation as an authoritative voice on energy use.

The purpose of the Lead Advisor is to lead EECA's engagement on cross-government policy on energy efficiency and renewable energy, ensuring EECA's priorities are well represented and understood. The role provides strategic guidance for early programme development, manages key governance relationships, and oversees EECA advice and reporting to the Minister for Energy.

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 focus areas 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 education 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 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

- Lead EECA’s engagement with, and strongly influence, cross-government policy work programmes that relate to energy efficiency and the use of renewable forms of energy.
- Promote and effectively communicate EECA’s priorities with internal and external stakeholders, including the implications of policy developments and Governmental priorities for EECA’s strategic outcomes.
- Lead early development of EECA programmes and initiatives and connect EECA programme design to broader strategic policy objectives.
- Manage and uphold EECA’s governance relationships, particularly with the Minister for Energy’s office and MBIE, by coordinating meetings and ensuring sufficient information flow.
- Oversee draft responses to Ministerial and other correspondence, including OIA requests, which are largely prepared by the Advisors.
- Provide thought leadership for EECA on policy issues surrounding energy efficiency and renewable energy, as well as their application in terms of delivering outcomes for energy users.
- Support development of junior Policy and Engagement staff.

Key Competencies

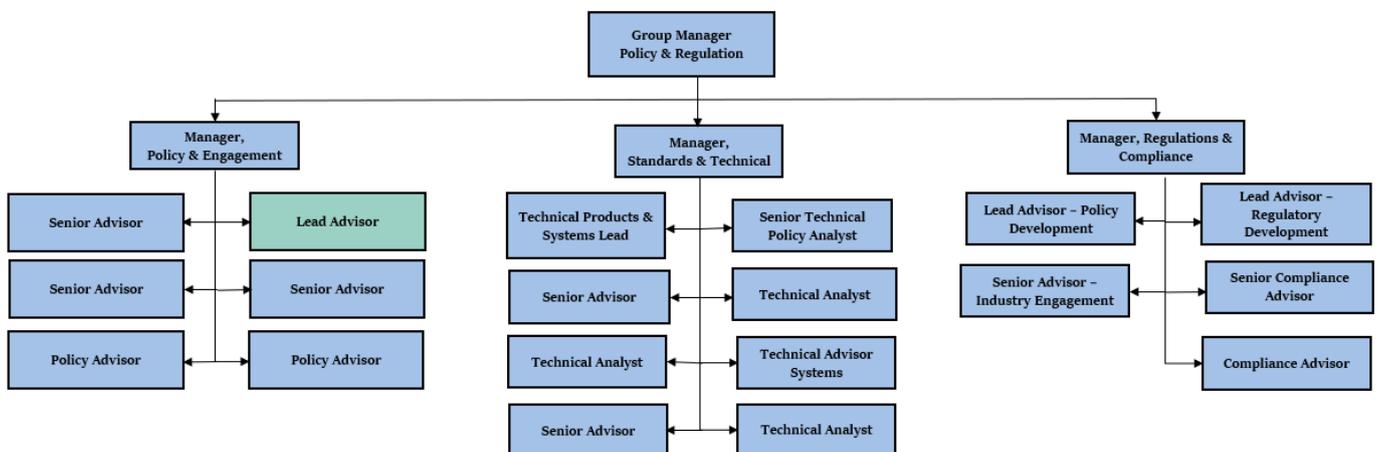
- Stakeholder management
- Communication
- Policy analysis and programme design, including dealing with ambiguity and complexity
- Project leadership, planning and priority setting
- Ability to problem solve and find solutions

Relationships

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

Where your position fits

Policy & Regulation Group



Key Internal Relationships

- EECA Leadership Team
- EECA Managers

Key External Relationships

- Office of the Minister for Energy
- Other government agencies working on energy, climate change and transport issues.

Educational Qualifications, Experience and Skills Required

- A relevant tertiary qualification or equivalent work experience;
- Demonstrated experience in building effective and enduring relationships with the ability to interact and influence effectively at a senior level;
- Excellent written and oral communication skills - including the capability to communicate complex ideas;
- Strong experience in machinery of government and policy development processes;
- Proven strong analytical and research skills - including the ability to think laterally, strategically and contextually to develop innovative solutions;
- Enthusiasm for promoting energy efficiency and renewable energy in New Zealand;
- Excellent facilitation and interpersonal skills with the ability to manage issues in a sensitive and mature manner.

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/>

