

The Role

Location:	Wellington	Team:	Commercial and Property
Grade:	19	Reports to:	Group Manager, Corporate Services
Employment:	Permanent	Direct Reports:	Five

Responsibilities

The Corporate Services Group provides organisation-wide support functions (i.e., finance, information and communication technology, commercial, legal, and property) that deliver business support services which helps achieve our desired outcome and our purpose to mobilise New Zealanders to be world leaders in clean and clever energy use.

The Manager, Commercial has overall responsibility, accountability and ownership for supporting (and in some cases delivering) the undertaking of EECA's procurement needs, contract documentation, risk, legislation compliance, and property and facilities management (including general office management functions).

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

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

- *Procurement* - Overall responsibility and accountability for all EECA’s procurement and where required tender processes within government procurement guidelines
- *Risk and Legislative Compliance* - Overall responsibility and accountability for EECA’s risk and legislation compliance
- *Contracts* - Reviewing and drafting all of EECA’s contracts and provide advice on contracts
- *Customer Service* - Provide professional, efficient and effective service to internal customers, relevant stakeholders and suppliers as required. Undertake relationship management activities with external service providers.
- *Relationship Management* - Establish and maintain effective working relationships with EECA Management, within the wider team EECA, other Government departments and externally with key stakeholders
- *People leadership* –Develop a high performing team; including managing performance, coaching and mentoring.
- *Property* - Manage all of EECA’s property, facilities and office management functions, including negotiation and renewal of office leases. Ensure EECA’s office environments are managed effectively to meet needs of staff and customers and comply with statutory requirements. This includes oversight of EECA’s Reception.

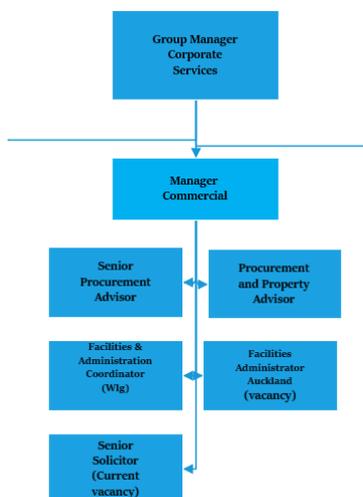
Key Competencies

- Leadership and development of others
- Partnership and relationship acumen
- Building and motivating effective teams
- Commercial orientation
- Dealing with ambiguity
- Planning and priority setting

Relationships

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

Where your position fits



Key Internal Relationships

- Wider Leadership Group
- Corporate Services Group

Key External Relationships

- Ministry of Business, Innovation and Employment
- All of government panels
- Suppliers



Educational Qualifications, Experience and Skills Required

- A tertiary qualification in law and related experience
- People leadership experience
- Knowledge of procurement, ideally in the public sector context
- Experience in drafting of contracts
- Customer service orientation.

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 hāpori, 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/>

