

The Role

Location:	Wellington	Team:	Contract Management
Grade:	19	Reports to:	Manager, Contract Management
Employment:	Permanent		

Responsibilities

The Delivery and Partnerships Group is responsible for delivering EECA's core market facing programmes across all sectors. Through robust analysis, relationship management and business case development the Group advises on energy options to improve affordability and security of supply, and through access to a variety of funding mechanisms supports adoption of renewable energy technologies.

The Contract Management team is responsible for the effective management of EECA's complex contractual and funding arrangements, once established, ensuring delivery partners meet agreed obligations, performance requirements, commercial commitments and enable learnings and insights to be captured. The team provides consistent contract governance, performance management, commercial oversight, issue and variation management, risk management and escalation across EECA's contracted programme and investment portfolio.

The Manager, Contract Management leads and develops the Contract Management team and is accountable for the quality, consistency and effectiveness of contract management across the Group. The role provides senior commercial oversight of complex, outcome-focused agreements and ensures that appropriate contract management strategies, performance measures, reporting, risk controls, relationship-management approaches and escalation pathways are in place. It requires sound commercial judgement to manage ambiguity, address under-performance, negotiate and assess variations, and protect EECA's financial and programme outcomes while maintaining constructive relationships with delivery partners.

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:

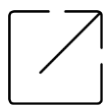
- Regulation of products, processes and systems
- Information and motivation to promote clean and clever energy choices
- Targeted investment to demonstrate and scale up energy efficient technologies and renewable energy use.

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

- Lead effective contract management across EECA's contracted delivery activity, ensuring obligations, deliverables and performance standards are clearly understood and managed.
- Establish consistent contract management plans, controls and reporting proportionate to contract value, complexity and risk.
- Monitor supplier and partner performance against contractual milestones, service levels, deliverables, budgets and other agreed requirements.
- Identify and manage contractual and commercial risks, issues, variations and disputes, escalating significant matters appropriately.
- Build effective supplier and partner relationships that support performance, accountability and value for money.
- Ensure benefits and co-investment objectives are realised and evidenced through accurate benefit reporting
- Be an active participant in the co-design of key fund parameters and processes, in conjunction with the Research, Evidence and Insights team to ensure it addresses evidence-based insights on barriers and opportunities and evolves to respond to changing needs
- Identify, implement and lead improvement opportunities
- Build effective working relationships across EECA and collaborate with other teams in the Delivery and Partnerships group, and the Commercial and Property team.

Key Competencies

- Significant senior-level experience leading contract management across a complex portfolio of contracts, including high-value and/or high-risk arrangements.
- Demonstrated end-to-end contract lifecycle management experience, including mobilisation, obligations management, performance management, variations, renewals, remediation and close-out.
- Strong supplier performance management experience, including development and management of KPIs, service levels, performance regimes and corrective actions.
- Demonstrated experience managing contractual risk, underperformance, disputes and commercial escalation, including determining and implementing appropriate contractual remedies.
- Strong working knowledge of contract terms, commercial principles and contract governance, with the ability to interpret contractual obligations and provide authoritative advice.
- Experience establishing and applying contract-management frameworks, controls, assurance and reporting across multiple contracts.
- Proven people leadership of contract management or commercial specialists, including coaching and setting professional standards.
- Experience in public sector contracting, procurement and commercial governance.

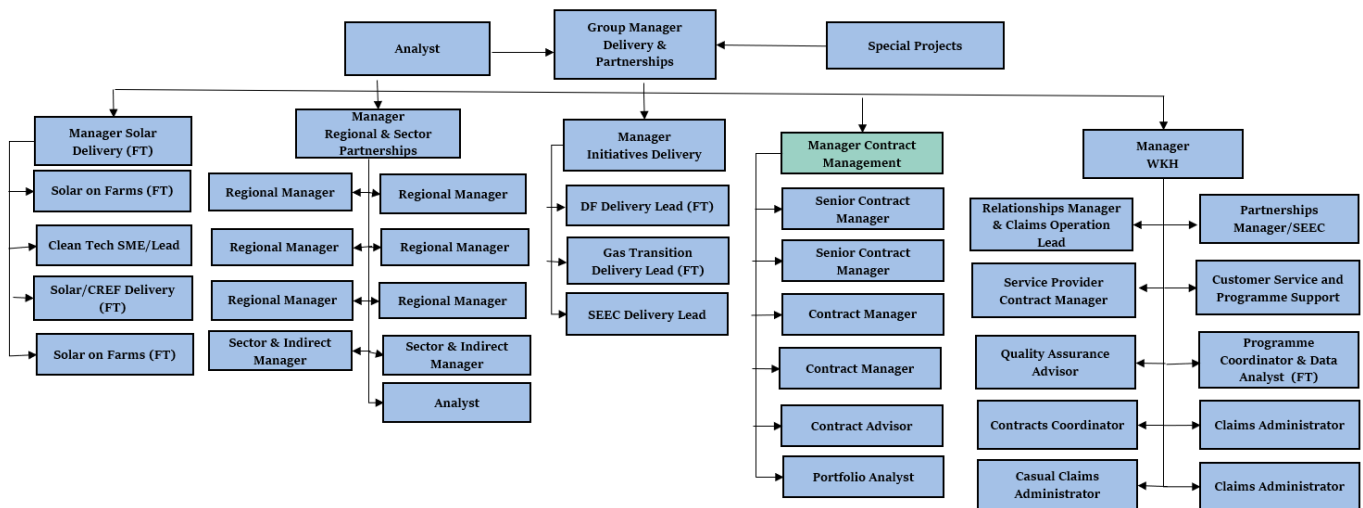


Relationships

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

Where your position fits

Delivery & Partnerships Group



Key Internal Relationships

- EECA People Leaders
- Delivery and Partnerships Group
- Commercial and Property team

Key External Relationships

- Existing and targeted collaboration and other co-funding partners
- Key suppliers /strategic partners

Educational Qualifications, Experience and Skills Required

- A relevant tertiary qualification in commercial management, law, business, procurement, contract management or a related discipline, or equivalent substantial professional experience in contract management.
- Proven people leadership experience
- Strong experience in influencing people, leading work programmes, change management and coaching and mentoring staff
- Significant experience in managing, monitoring and reporting a complex portfolio of projects, monitoring progress and risks, and actioning interventions to ensure delivery targets and outcomes are met
- Sufficient experience leading contract and delivery partner management across a complex portfolio of commercial arrangements, including performance monitoring, risk management, variations and escalation.
- Commercial acumen and a business mind-set; with an appreciation of issues facing the energy industry and energy users
- Partnership management with previous successful experience in collaborating and brokering with other stakeholders to achieve desired outcomes
- Financial competence with a solid understanding of internal and public sector governance requirements
- Ability to develop and continuously improve contract management frameworks, processes and practices.
- Public sector experience in fund management and an appreciation for political risk and sensitivities.



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 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. [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](#)

