

## The Role

<b>Location:</b>	Wellington	<b>Team:</b>	Policy and Engagement
<b>Grade:</b>	15	<b>Reports to:</b>	Manager Policy and Engagement
<b>Employment:</b>	Permanent	<b>Direct Reports:</b>	Nil

## Responsibilities

The purpose of the Advisor Policy and Engagement is to support the team's efforts by providing sound policy advice, information and other assistance on energy matters for the Minister of Energy and Resources and other key stakeholders. The role supports, coordinates and develops policy advice on areas within EECA's mandate.

## 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.

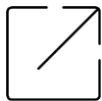
In order to get there, our strategic focus areas are:

- 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 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

- Ministerial Servicing: prepare advice to support the Minister including aide memoires, briefing notes, and responses to information requests.
- Coordinate and prepare draft responses to Official Information Act requests (both ministerial and departmental), correspondence, parliamentary questions, and other requests from the Minister's office
- Coordinate and collate information to assist in the preparation, drafting and editing of relevant responses to EECA stakeholders
- Coordinate, develop and deliver high quality and accurate policy advice
- Establish and maintain effective, positive working relationships with EECA staff and external stakeholders
- Liaise with other teams within EECA and other offices to build influence, share information and gather intelligence on the wider context

## Key Competencies

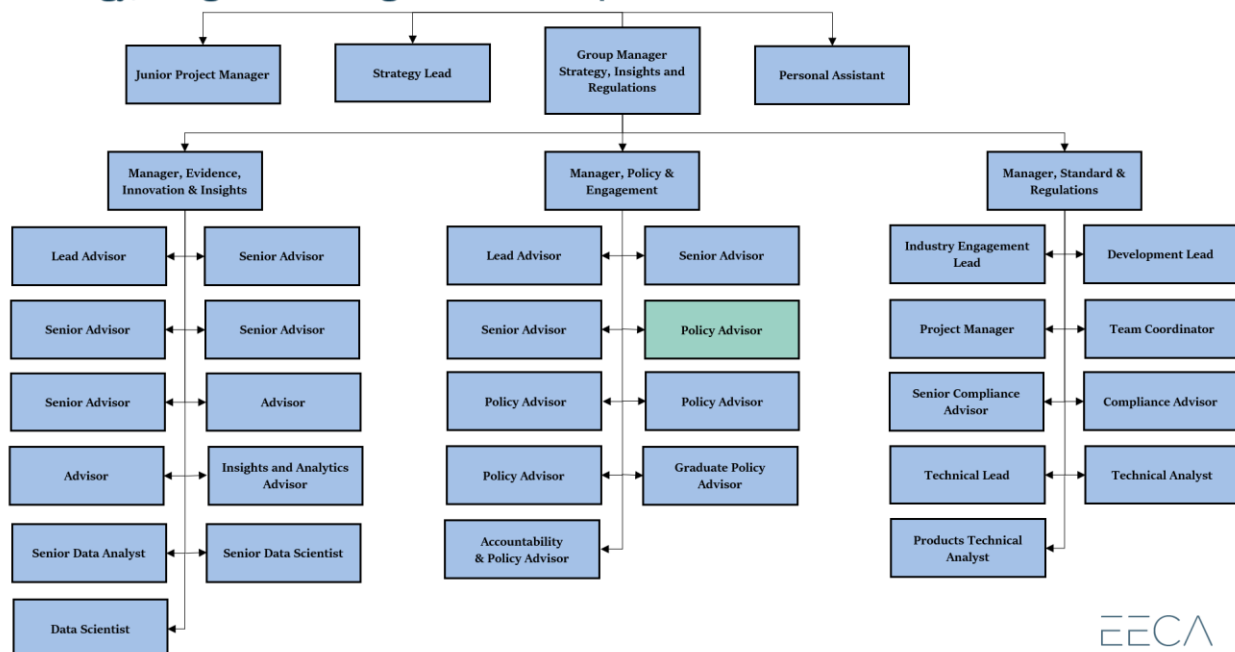
- Excellent written and verbal communication skills
- Planning and priority setting
- Communication
- Learning
- Strong customer service

## Relationships

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

### Where your position fits

#### Strategy, Insights and Regulations Group



**Key Internal Relationships**

- Everyone at EECA

**Key External Relationships**

- Office of the Minister of Energy and Resources
- MBIE
- Relevant Public Sector agencies working on energy climate change and transport issues

**Educational Qualifications, Experience and Skills Required**

The incumbent should possess:

- A relevant tertiary qualification (e.g. humanities, public policy economics, psychology) or equivalent work experience
- Ability to work effectively in a team environment, including excellent relationship management skills and the ability to influence
- Excellent written and verbal communication skills
- Experience dealing with Ministers' Offices is an advantage
- Excellent attention to detail and demonstrated research skills
- A strong sense of responsibility with a capacity to anticipate new demands and shifting priorities
- Enthusiasm for promoting energy efficiency and renewable energy in New Zealand
- Excellent time management skills and the ability to manage a number of tasks at one time
- Knowledge and expertise in the Microsoft Office products in particular Word and Excel
- Excellent people skills and the natural ability to manage issues in a sensitive and mature manner
- Maturity, initiative, sound judgement, and ability to take a strategic overview.

**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

<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/>

