

The Role

Location:	Wellington	Team:	Commercial and Property
Grade:	15	Reports to:	Manager, Commercial and Property
Employment:	Permanent		

Responsibilities

As a part of the Corporate Services Group, the Commercial and Property Team is responsible and accountable for the delivery of EECA's procurement and contract preparation and management of EECA's facilities.

The Procurement Advisor will contribute to the delivery and coordination of EECA's procurement and contract preparation requirements. This will include provision of procurement advice, procurement reporting and contract reviews. This role will build effective relationships and work collaboratively across all EECA teams to achieve procurement objectives.

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

- Contribute to procurement lifecycle activities
- Provide quality advice on contracts ensuring compliance with All-of-Government procurement policies and best practices
- Develop and maintain collaborative working relationships
- Deliver professional, efficient and effective service to internal customers, relevant stakeholders and suppliers
- Provide timely and effective procurement support to senior procurement staff.

Key Competencies

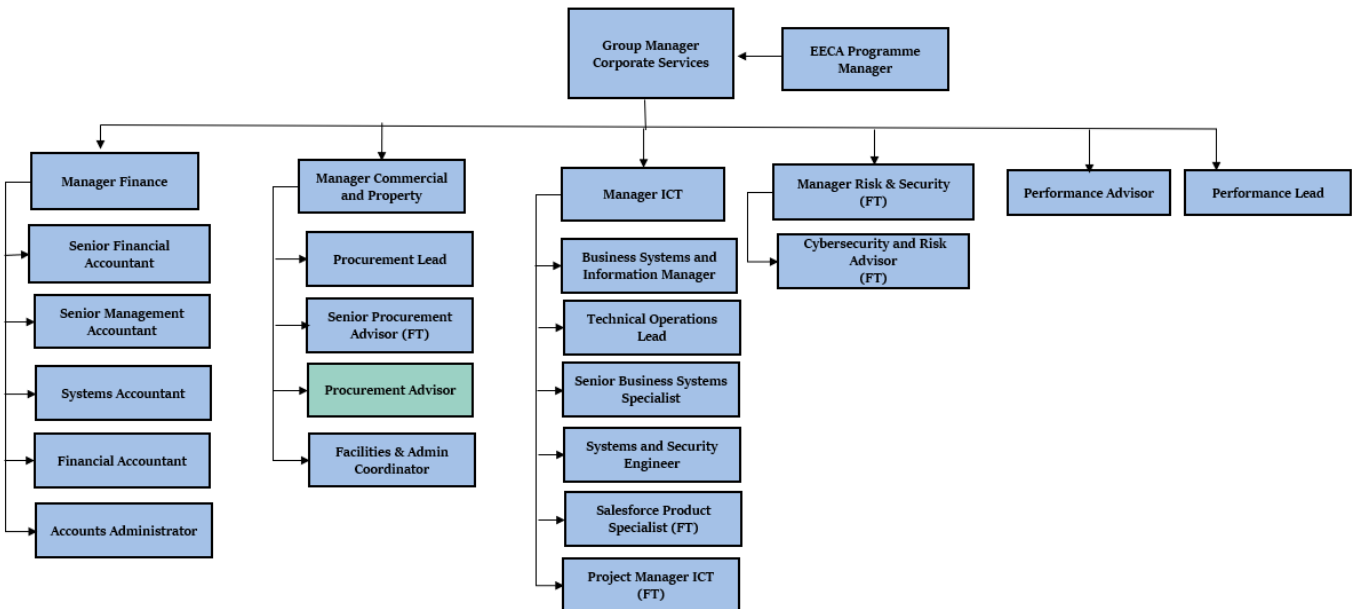
- Planning and priority setting
- Effective communication
- Finding solutions
- Continuous learning
- Strong customer service

Relationships

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

Where your position fits

Corporate Services Group



Key Internal Relationships

- EECA Managers
- EECA Staff

Key External Relationships

- MBIE Procurement
- Suppliers
- Service providers / contractors
- Other relevant Government organisations



Educational Qualifications, Experience and Skills Required

- A tertiary qualification or relevant work experience
- Ability to build and maintain positive working relationships
- Understanding of contract structure, drafting and management
- Understanding of the NZ Government Procurement Rules
- Excellent verbal and written communication skills and attention to detail
- Ability to deliver work with competing priorities and deadlines
- Willingness to be flexible, adaptable and pragmatic

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. [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](#)

