

## The Role

Location:	Wellington	Team:	Regulations and Compliance
Grade:	17	Reports to:	Manager, Regulations and Compliance
Employment:	Permanent		

## Responsibilities

The Policy and Regulation Group is responsible for energy efficiency policy to support wider government energy related objectives; and delivery of EECA's regulatory, standards and compliance programmes that EECA undertakes as part of its statutory function

The function of the Regulation and Compliance Team is to administer EECA's regulatory functions under the Energy Efficiency and Conservation Act 2000 to ensure all statutory and trade obligations are met, whilst maintaining and developing a coherent and productive regulatory process with the Equipment Energy Efficiency Committee (E3). E3 works on developing proposals for regulation of energy using products in NZ and Australia – ensuring that we meet our obligations under trans-Tasman trade agreements such as the TTMRA. The team is also responsible for maintain compliance and enforcement in line with legal requirements.

The Senior Compliance Advisor leads the development of a comprehensive risk-based and intelligence- led compliance programme, undertakes compliance and monitoring activity to ensure compliance and where non-compliance is identified, works with regulated parties to achieve compliance. The Senior Compliance Advisor also undertakes investigations and appropriate enforcement actions, where necessary.

## 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:

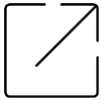
- Regulation of products, processes and systems
- Information and education to promote clean and clever energy choices
- Targeted investment to demonstrate and scale up energy efficient technologies and renewable energy use.

More information on who we are and what we do is available on our website [www.eeca.govt.nz/about-eeca](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

- Deliver EECA's compliance monitoring and follow up activity to ensure compliance and the energy efficiency objectives of EECA's energy efficiency regulations are achieved
- Provide thought leadership to the development of, and reporting on, the annual programme of regulatory compliance monitoring programme
- Effectively represent EECA's stance on product and vehicle labelling and minimum energy performance standards issues
- Develop and maintain strong working relationships with regulated parties to encourage and gain compliance
- Identify and investigate suspected non-compliance in accordance with EECA's compliance and enforcement policy: recommend suitable actions, while ensuring that procedural fairness and professionalism is maintained through the investigation process
- Manage agreed enforcement activities and processes, including legal briefings, and correspondence and agreements with regulated parties after receiving required approvals
- Use continuous improvement and a pragmatic approach to ensure that EECA's compliance and enforcement policy and processes are best practice
- Risks are highlighted early to EECA management to allow no surprises to EECA, taking a systematic approach to risk management and an understanding of political and operational risks as they relate to projects being delivered

## Key Competencies

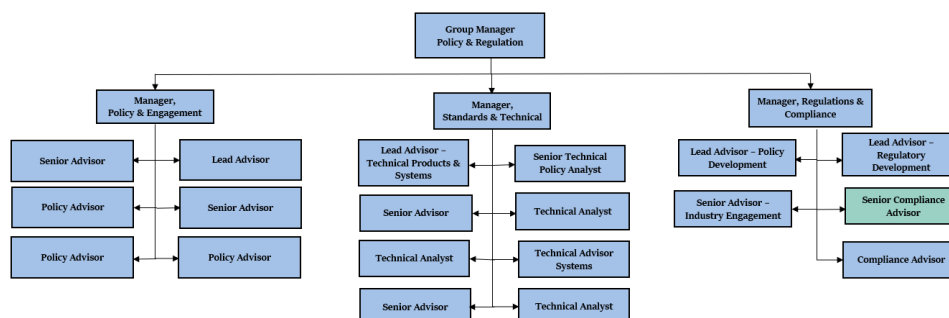
- Partnership and relationship acumen
- Dealing with ambiguity
- Planning and priority setting
- Project and contract management
- Results and action oriented to finding solutions
- Effective communication and negotiation

## 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

- Policy and Regulation Group

### Key External Relationships

- Relevant Public Sector agencies and regulators
- Relevant Industry Associations and sector organisations
- Organisations covered by EECA's regulations
- Legal providers

## Educational Qualifications, Experience and Skills Required

- Demonstrated experience in regulatory compliance and enforcement
- Proven experience in relationship management and effective engagement with industry
- Aptitude for understanding technical information about equipment energy efficiency of appliances, equipment and vehicles.
- Demonstrated negotiation and conflict management experience
- Excellent facilitation and interpersonal skills
- Strong verbal and written communication skills
- Attention to detail and a focus on quality
- A high level of personal motivation, initiative & self-organisation
- Proven ability to work as a collaborative team member

## 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/>

