

## The Role

Location:	Wellington	Team:	Commercial and Property
Grade:	17	Reports to:	Manager, Commercial
Employment:	12-month Fixed-Term	Direct Reports:	Nil

## Responsibilities

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

The key objective of this position is to provide specialist procurement advice to enable best outcomes for EECA in accordance with All-of-Government Procurement Rules and EECA's Procurement Policy. This role will build effective relationships and work collaboratively across all EECA teams to achieve procurement objectives.

## EECA's Purpose 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

- Lead procurement lifecycle activities, including planning, sourcing, evaluation, negotiation, contracting and contract management.
- Provide specialist procurement advice ensuring compliance with All-of-Government procurement policies and best practices.
- Develop and maintain procurement policy, templates, frameworks, tools, and processes; coach stakeholders and embed procurement capability across teams.
- Provide advice on contracts and assist with negotiation of contracts as required.
- Assist with training, development and induction for staff involved with procurement and contract management processes.
- Develop and maintain strong, collaborative working relationships with internal and external stakeholders
- Ensure that constructive and collaborative relationships exist between the Commercial and Property Team and other parts of the organisation to ensure open communication and sharing of information.

## Key Competencies

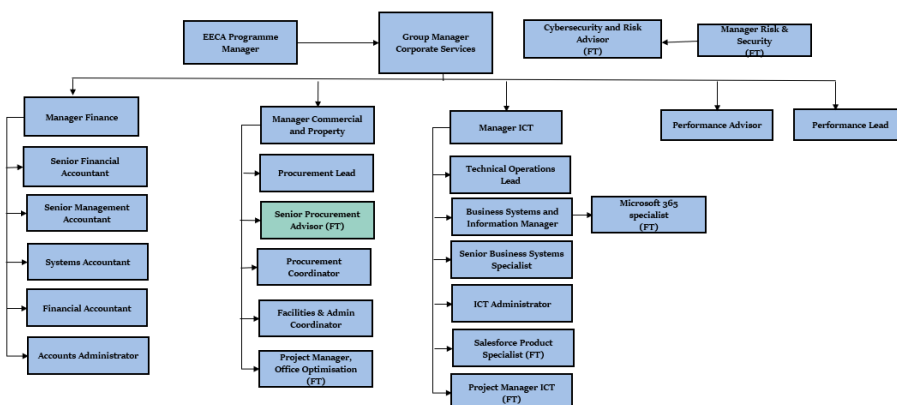
- Commercial orientation
- Dealing with ambiguity
- Finding solutions
- Planning and priority setting
- Communication
- Strong customer service

## 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 People Leaders
- Corporate Services Group
- Delivery and Partnerships Group

### Key External Relationships

- Ministry of Business, Innovation and Employment
- Suppliers
- Other Government departments/agencies



## Educational Qualifications, Experience and Skills Required

- Relevant tertiary qualification or equivalent knowledge, skills and experience (smaller Government agency experience is desired).
- Understanding of government procurement policies.
- Procurement and negotiation skills.
- Ability to build and maintain positive stakeholder relationships and effective networks across and within organisations.
- Ability to read, understand and interpret complex documents, including legislation, financial, numerical, and business information.
- Well-developed verbal and written communication skills.
- Sound judgement and organisational awareness.
- Ability to operate independently.
- 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 hāpori, ā, e arahina ana mātou e ngā mātauranga 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/>

