

## The Role

<b>Location:</b>	Wellington	<b>Team:</b>	Standards and Regulations
<b>Grade:</b>	14	<b>Reports to:</b>	Manager, Standards and Regulations
<b>Employment:</b>	Permanent	<b>Direct Reports:</b>	Nil

## Responsibilities

The objectives of the Standards and Regulations team are to achieve behavioural change in NZ markets through the intervention tools such as regulations, standards and labelling; and to ensure New Zealand achieves effective interventions and reduces barriers to trade through engagement in international programmes (such as the trans-Tasman Equipment Energy Efficiency (E3) Programme and the International Energy Agency Energy Efficient End-Use Equipment (4E) Programme).

The purpose of the Team and Project Coordinator role is to support the successful delivery of the Standards and Regulations team work-programme through administrative coordination and project support.

Key team coordination responsibilities include general administration, coordinating team meetings and activities, and acting as a central conduit for team correspondence. Key project coordination responsibilities include administrative activities to support the planning, management and delivery of Standards and Regulations led projects.

## 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-eeeca](http://www.eeca.govt.nz/about-eeeca)

### Our Key Behaviours

EECA has identified four key 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



2/08/2022

## Key Result Areas

- Facilitate team meetings and meetings with key external stakeholders and coordinate meeting minutes and reporting
- Coordinate team planning workshops and activities
- Assist with budget management processes and tracking
- Coordinate project tracking, reporting and delivery (e.g. meetings, procurements, project documentation drafting)
- Support the team's external engagement activities such as consultations, workshops and education campaigns
- Maintain the team's client and stakeholder database
- Monitor inquiry inboxes. Craft and coordinate responses to compliance, regulations and standards inquiries
- Help to deliver procurement and contract management activities

## Key Competencies

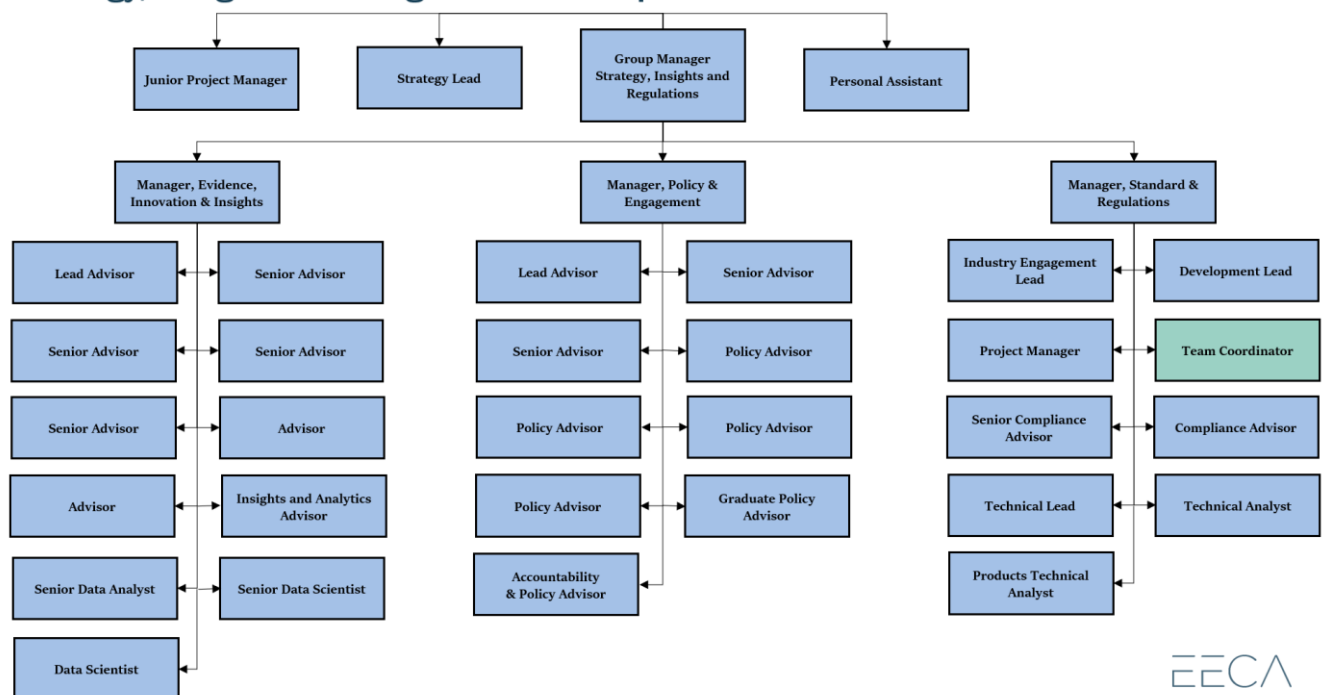
- Planning and priority setting
- Time management
- Effective communication
- Finding solutions
- Learning and applying knowledge
- Strong customer service

## 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



EECA



**Key Internal Relationships**

- Standards and Regulations team

**Key External Relationships**

- Industry stakeholders (importers, manufacturers, retailers)
- Australian Government
- Other NZ Government Agencies

**Educational Qualifications, Experience and Skills Required**

- A relevant tertiary qualification or equivalent work experience
- Project coordinator skills with an eye for detail and a process focus
- Strong interpersonal and communication skills
- Demonstrated experience in building effective relationships
- The demonstrated ability to get results and willingness to learn
- Enthusiasm for promoting energy efficiency
- Knowledge and expertise in the Microsoft Office products in particular Word, Excel and MS Project or other scheduling software
- Ability to work as a collaborative team member across the organisation.

**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

<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/>

