

POSITION DESCRIPTION

Position details	
Position Title	Principal Advisor – Engineer
Team	Future Security and Resilience
Group	Market Policy
Location	Wellington
Date	September 2024

Our purpose

We are the kaitiaki of electricity. Our purpose is to enhance New Zealanders' lives, prosperity and environment through electricity.

How we work

The Electricity Authority promotes competition in, reliable supply by, and the efficient operation of, the New Zealand electricity industry for the long-term benefit of consumers.

Our functions describe how we do this. We work to:

- **Promote market development:** To enable New Zealand's electricity markets to deliver better outcomes for consumers, we maintain a responsive regulatory environment that both reflects industry's current state and supports innovation and change. Key tools for market development include market facilitation measures and amending the Code.
- **Monitor, inform and educate:** Transparency and understanding are vital to the operation of the electricity markets. Our market monitoring, information and education work focuses on making data, information and tools available, increasing participation and improving awareness of how electricity markets function.
- **Operate the electricity system and markets:** We are responsible for the day-to-day operation of the electricity system and markets. To achieve this, we contract out some services including the role of system operator, which provides the real-time coordination of sending generated electricity across the national grid to meet demand from consumers.
- **Enforce compliance:** We ensure the Act, regulations made under the Act and the Code are followed by electricity industry participants. Our compliance function also helps improve the industry more generally, as lessons learned support our education of participants and help us to identify and resolve on-going or systemic issues.
- **Protect the interests of consumers:** We are responsible for protecting the interests of domestic and small business consumers in relation to the dealings of industry participants supplying their electricity.

More information can be found on our website www.ea.govt.nz.

Our values

The Electricity Authority has the following values:

Our people

We support the development of each other and work together to achieve our goals.

Boldness

We are decisive, forward thinking and not afraid to do the right thing.

Excellence

We are committed to producing the highest-quality work.

Openness

We are transparent in our work and listen to others.

Integrity

We are honest and trustworthy and treat everyone with fairness and respect.

Our group

Key projects currently being led by the Market Policy team include the multi-year Future Security and Resilience programme which is investigating options to address the challenges and opportunities to maintaining a secure, stable, and resilient power system in the face of technological and other changes.

Purpose of this position

This is a role to provide power system engineering expertise which will support the strategic policy agenda and set the direction for the team's policy domain by analysing information to assist in the planning, development, interpretation and review of our policies.

The role is also responsible for managing workflow within the function, and leadership of significant projects, utilising excellent stakeholder engagement skills that enable them to communicate effectively at all levels.

Working relationships

Reports to	Manager – Future Security and Resilience
Direct reports	Nil
Internal relationships	<ul style="list-style-type: none">• Market Policy Group• Communications and legal teams• Other staff across the Electricity Authority• The Electricity Authority Chair and Board
External relationships	<ul style="list-style-type: none">• Transpower - System Operator• Other Government agencies, in particular MBIE• Electricity industry participants, representative groups and consumers• Electricity Authority Advisory and Working Groups• Market operation service providers• Expert consultants and advisors• Minister's office staff

Key accountabilities and deliverables

The key accountabilities listed below are not intended to be a complete or limiting description of the role and certain duties may change from time to time.

Technical Excellence

- Review and verify methodology for power system studies.
- Provide technical advice supported by the evidence of the analysis to support policy decisions.
- Apply engineering concepts to conceptualize solutions.
- Provide a key voice to the Authority's policy development by gathering, analysing and presenting information to assist in the planning, development, interpretation and review of the Authority's policies.
- Challenge current thinking, anticipates future issues, promote debate across the Authority and facilitate the drawing together of this debate to inform decision making. Capable of sharpening the focus of discussions by crystallising for others the key high-level points / themes coming through, and articulating the way forward.
- Provide clear, accurate and well-reasoned policy products that anticipate and meet the needs of the Board and communicate complex issues and concepts clearly and succinctly.
- Bring new ideas, techniques and knowledge to research and policy discussions and influence the direction of policy.

Significant Project Leadership

- Lead and contribute to projects (often multiple, complex or sensitive) using appropriate methodologies/techniques with the aim of ensuring the Authorities requirements are met (scope, quality, timeliness) and the intended benefits are realised. This includes:
 - Regularly monitoring and reporting on project progress, risks and opportunities.
 - Effectively identifying and managing project risks, alerting your manager to potential issues well in advance and proposing solutions.
 - Using initiative to resolve most conflicts and coordinate with others.
 - Understanding and utilising the capability of team members to deliver high quality project outputs.

Workflow Support

- Support your manager with team workflow, helping set priorities, providing direction and removing roadblocks.
- Effectively identify and either manage or escalate risks to ensure a team approach of 'no surprises'.

Relationship Management

- Build strong working relationships across the Authority, including with the SLT and Board members. Seen as a highly credible and expert voice that can be relied upon for up to date, robust and relevant analysis and advice.
- Build and sustain effective relationships with relevant external bodies and organisations.
- Lead significant engagement with delivery agencies, stakeholders and government agencies so that intelligence and information is drawn and to ensure the advice provided is practical and effective.
- Effectively influence through engagement and communication with senior stakeholders on domain topic.
- Proactively think about what we want from various stakeholders, pro-actively taking actions to achieve that (i.e. not just seeing people when they want to see us, but planning who we want to see and why).
- Manage a large and diverse set of sector stakeholders.

Team Support

- Enhance the overall capability of the Future Security and Resilience team, and the broader Authority through technical mentoring and coaching of staff in their day-to-day work and against their longer-term development plans. Will include fostering an open collaborative environment that encourages quality, innovation and ongoing learning and knowledge sharing.
- Promote connectiveness across the Authority.

Experience and knowledge

To be successful in this role you will:

- Have a minimum of 10 years experience in power systems engineering.
- Have provided strong intellectual leadership in identifying, shaping and leading a work programme.
- Have an in-depth knowledge of research, evaluation or analytical disciplines and processes, including latest developments in techniques and practices.
- Have led critical or complex policy and operational projects and delivered innovative, robust, practical and solution-focussed advice that met the customer's needs on time.
- Have experience in coaching and mentoring team members.

Personal specifications

To be successful in this role you will:

- Have a Bachelor's degree in electrical engineering.
- Ideally be a Chartered Professional Engineer (CPEng), NZ or equivalent.
- Have superior research, analytical and critical thinking skills, including the ability to apply deep analytical expertise on disparate information to form cutting edge ideas and insights.
- Be highly skilled in written and verbal communication, with the ability to communicate complex issues and concepts clearly, succinctly and with influence, and to adapt styles to suit different channels and audiences.
- Be able to collaborate and engage skilfully internally and externally and turn complex analysis into a compelling, accessible story.
- Have a superior ability to create practical and innovative solutions to complex and ambiguous problems, including skill in distilling issues and discussions into key insights, key points and trade-offs.
- Have an ability to influence the direction and delivery of staff activities and outputs.
- Be able to engage with a wide range of stakeholders.
- Be able to exercise sound judgement in decision making based on a mixture of analysis, wisdom, experience and judgement.
- Be results focused.
- Be skilled in project management especially managing multiple projects.
- Have a proven ability to operate in a highly ambiguous environment and to deliver in challenging circumstances.
- Have a growth mindset for work and self.
- Be composed under pressure

Health and Safety

We are committed to providing a healthy and safe work environment for all staff.

Staff are expected to share this commitment and take all practicable steps to ensure both their own safety and the safety of others while at work and ensure all work is carried out in a safe and responsible manner that does not compromise the health and safety either of themselves or of others in the workplace.

Staff must comply with all policies, procedures and directives issued by the Electricity Authority on Health and Safety matters. Greater detail is contained in our Health and Safety Policy available on the Electricity Authority intranet.

Staff Development

We support staff to take responsibility for their own personal development, and to continually seek to develop their own professional expertise.

Staff members are encouraged to discuss opportunities for development with their manager within the context of their regular catch-up meetings. We support the development of each other and work together to achieve our goals.

Organisational Commitment

We expect staff to demonstrate a commitment to our vision, values and mission through their own actions and communications with others.

Information Management

The Electricity Authority complies with all the requirements of the Official Information Act 2005.

Staff are expected to create, capture and store full and accurate records of their activity within the business in line with our information management policies and practice.

Staff are also expected to comply fully with the Information Security Policy available on the Electricity Authority intranet.

Privacy and Security

We comply with all the requirements of the Privacy Act 2020. Staff members are expected to comply with the principles contained in that Act.

Detail is available in our Privacy Policy on the Electricity Authority intranet and, whenever necessary if doubt exists, staff must consult the Privacy Officer.