

POSITION DESCRIPTION

Position details	
Position Title	General Manager Wholesale and Supply
Group	Wholesale and Supply
Location	Wellington
Date	December 2024

Our Purpose

We are a kaitiaki of electricity. Our purpose is to enhance New Zealanders' lives, prosperity & 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 market's 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

The Wholesale and Supply group is responsible for ensuring the Authority delivers its objectives relating to a secure and reliable supply of electricity and ensuring the wholesale market is fit for purpose.

Purpose of this position

The General Manager Wholesale and Supply is responsible for developing and delivering the programme of work focusing on ensuring the security of supply and a fit for purpose wholesale market.

Success in this role requires delivering these comprehensive integrated outcomes and can only be achieved by working in collaboration with groups and teams across the organisation and through others.

As part of the Senior Leadership Team, the General Manager Wholesale and Supply works with the Chief Executive and colleagues to adopt a collaborative approach to how we reaffirm our strategic framework, maintaining an Authority-wide perspective of individual and collective functions.

Working relationships

Reports to	Chief Executive
Direct Reports	Direct reports include three managers and a .5 FTE Executive Assistant
Internal relationships	Senior Leadership Team Electricity Authority Board Electricity Authority Staff
External relationships	The Minister's Office MBIE Office of the Auditor General Audit New Zealand The Treasury The Public Services Commission Industry Stakeholders Other government agencies
Financial Delegations	As per the delegations policy

The key accountabilities are listed below. Accountabilities 1 to 6 are standard for all positions that form the Senior Leadership team.

1. Strategic support to the business

- Embed the general management function as a centre of leadership expertise for the Electricity Authority and an exemplar of best practice.
- Deliver high quality advice which is positioned within the broader Electricity Authority context to actively support and contribute to the achievement of the Electricity Authority's outcomes and that deliver to the needs of internal and external stakeholders.
- Develop a culture across the group that is open, constructive and collaborative.
- Actively monitor and assess risk across the group's portfolio of issues whilst ensuring that opportunities are identified and realised.

2. Collective Leadership

- Participate collaboratively as a member of the Electricity Authority Senior Leadership Team to develop sustainable organisational capability and achieve efficiency benefits and ongoing improvements in cost effectiveness.
- Take a collaborative responsibility for the cohesion and performance of the Electricity Authority as a whole and provide peer support to SLT.
- Work with other members of the Senior Leadership Team to define the outcomes and outputs expected of the group to deliver on the Electricity Authority's strategic framework.
- Contribute beyond core functional areas to enhance overall effectiveness of the Senior Leadership Team to achieve outcomes for the Electricity Authority.
- Ensure consistency and alignment between different teams in the Electricity Authority and promote solution seeking where there are legitimate differences.
- Represent Senior Leadership Team's views to staff.

3. Personal Leadership

- Model exemplary management and leadership behaviours and Public Sector ethics and values
- Create a sense of vision, engage with and motivate people to participate and makes things happen.
- Foster an open, collaborative environment that encourages quality, innovation, ongoing learning, and knowledge sharing.

4. General Management

- Develop strategies, work programmes and performance targets for the group with supporting measurement, monitoring, and reporting mechanisms.
- Align the Wholesale and Supply group's strategies with the Electricity Authority's strategic direction and other group work programmes.
- Monitor and adjust deliverables through agreeing processes to enable the group to adapt to changing circumstances.
- Regularly monitor and report on progress towards achievement of plans and strategies.
- Manage expenditure and resources in line with the approved guidelines, delegations, practices, budget, deadlines and reporting requirements with a focus on driving cost effectiveness within the Electricity Authority.
- Build continuous review and improvement throughout all elements of the group's operations.
- Effectively and consistently identify and manage risk and opportunities.

5. Team Leadership

- Establish clear accountabilities, expectations and performance standards with direct reports and ensure regular performance management and development occurs.
- Monitor individual, team and group performance to ensure that performance targets are met.
- Anticipate future staffing capability needs, identify gaps in capability and address these gaps through targeted recruitment and development.
- Coach, mentor and develop staff to meet their needs and those of the wider Electricity Authority now and in the future.
- Identify and develop talent for key roles in the group.
- Implement and champion the “Ways of Working” approach across the group.

6. Relationship Management

- Participate as an active team member and contribute knowledge and expertise needed to achieve the Electricity Authority's outcomes.
- Develop effective working relationships with other Electricity Authority managers and staff to transfer knowledge and learning from the group to the wider organisation.
- Represent whole of Electricity Authority views and protect its reputation in external interactions.
- Achieve confidence with Ministers, the Electricity Authority Board and external stakeholders by actively seeking wider Electricity Authority advice in times of difficult.

The following accountabilities relate specifically to the role of General Manager Wholesale and Supply.

7. Wholesale and Supply

- Drive the development and design of the electricity market which results in a market that is competitive, keeps prices affordable and drives more choice for consumers,
- Develop and implement strategies to enhance market efficiency, competitiveness, transparency and ensure greater choices for consumers.
- Monitor market trends, forecast future energy demands, and identify opportunities for market improvements to ensure security of supply and a well-functioning wholesale market.

8. Statutory Objectives

- Work closely with other groups across the organisation to ensure the Authority delivers on its statutory objectives and functions.

9. Stakeholder Engagement

- Work with government agencies, relevant regulators, and stakeholders (both industry and non-industry, including consumers).
- Represent the Authority e.g. at industry forums, conferences, or any other event as required.

10. Narrative expertise

- Responsible for leading the Authority's expertise on security of supply and wholesale market design.
- Lead communication on these topics when engaging with both internal and external stakeholders.

Experience and knowledge

To be successful in this role you will have the following.

- A relevant tertiary qualification or extensive comparable relevant experience.
- Extensive knowledge of a broad range of process related to the operations of a regulatory environment.
- Proven experience in managing and supporting teams across generalist and technical specialist fields.
- A solid understanding of the current energy sector environment is advantageous but not essential.
- A good understanding of organisational and management theory and practice and applied understanding of resource and change management.
- Extensive experience at a senior level managing people, finances and resources.
- Demonstrated ability in senior roles to lead and develop diverse teams and different specialisations to deliver agreed outcomes.
- Ability to manoeuvre through complex political situations effectively and efficiently and to keep inquiring and learning under extreme pressure or in situations with high ambiguity.
- Demonstrated ability to develop and maintain effective relationships with internal and external stakeholders.
- Good understanding of the machinery of Government.

Personal specifications

To be successful in this role you:

- Must have the legal right to live and work in New Zealand
- Must consent to and satisfactorily complete a credit check as this position holds financial delegations.
- Must always maintain honesty and integrity.

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.

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