

## POSITION DESCRIPTION

Position Details	
Position Title	Executive Assistant
Group	Communications Engagement and Data Network and System Change
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](http://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.

## Purpose of This Position

The purpose of this position is to provide secretarial and executive administrative support to the General Managers.

## Working Relationships

Reports to	General Manager -Network and System Change General Manager – Communications, Engagement and Data
Direct reports	Nil
Internal relationships	<ul style="list-style-type: none"><li>• SLT (steering committee members)</li><li>• Legal team and Communications &amp; Engagement Team</li><li>• All Authority GM's and Business Groups</li></ul>
External relationships	<ul style="list-style-type: none"><li>• Market Participants</li><li>• Key vendors</li><li>• External Consultants</li><li>• External Advisory Group</li><li>• Other Government Departments</li></ul>

## 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.

### **Executive Support**

- Executive Support to the General Managers.
- Accurately record and distribute agenda items, meeting minutes, and action points
- Assist with procurement and resourcing and verifying invoices
- Coordination and the review and sign out processes
- Manage calendars and individual and share inboxes
- Diary and information flow management such as coordinating, establishing, managing, and monitoring priorities relating to meetings and appointments
- Plan and coordinate meetings, including consultation processes

- Developing systems to efficiently manage and monitor correspondence ensuring all information is actioned, prioritised and responded to appropriately and in a timely manner
- Provide information in relation to OIA's. Preparation of agendas for meetings, and attendance to note action points and follow up on action points, as required
- Providing administration and word processing services to the GM
- Information and record systems are developed, managed and appropriately utilised for efficiency and accessibility and within organisational guidelines
- Drafting responses, correspondence, memos and reports to a high professional standard
- Facilitating and supporting the preparation and coordination of presentations and public speaking engagements in conjunction with the Communications team
- Support the team in achieving outcomes by creating standards, document controls, and procedures including those for issues, risks, and information management
- Undertake such other duties as may be delegated to the position from time to time.

### **Relationship and stakeholder management**

- Leads with purpose, communicating clearly to persuade and inspires others
- Connects with others by listening and reading people and situations to communicate tactfully
- Strengthens business performance and lead innovatively to foster continuous improvement at the Authority
- Participates as an active team member and contributes knowledge and expertise need to achieve Authority outcomes
- Develops effective working relationships with Authority staff in order to transfer knowledge and learning to the wider organisation

### **Experience and Knowledge**

To be successful in this role you will have:

- A relevant qualification and/or experience in a Project Coordinator or Administrator role
- Intermediate to advanced proficiency with Microsoft Word, Excel, Visio, and Outlook.
- Experience in maintaining budgets/finances
- Proactivity and the ability to identify early potential risks and mitigations
- Experience in producing effective presentations, status reports, and other artefacts
- Thinks analytically and critically while mitigating analytical and decision-making biases
- Displays curiosity, flexibility and openness in integrating ideas, information and differing perspectives
- Shows courage, decisiveness and leads with integrity
- Can self-assess and shows commitment to own development.
- Encourages feedback on own performance and adapts your approach
- Displays resilience and demonstrates composure

## Personal Specifications

To be successful in this role you will have:

- High standards of accuracy and attention to detail
- Can-do attitude and a high level of initiative, sound judgement and discretion
- A demonstrated ability to form strong professional working relationships, which includes collaboration and cooperation with internal and external stakeholders

### ***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.