

POSITION DESCRIPTION

Position details	
Position title	Board Secretary
Group	Office of the Chief Executive
Location	Wellington
Date	March 2025

Our purpose

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

How we work

The Electricity Authority Te Mana Hiko 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 Electricity Industry Participation 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 Electricity Industry Act, its regulations and the Electricity Industry Participation 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 office of the Chief Executive (CE) ensures the efficient running of the Authority by providing high quality advice and service through effective support of the Chair, Executive advisor to the CE to deliver all obligations internally and meet expectations of the Board, Ministers, and stakeholders.

Purpose of this position

The purpose of this position is to:

- Provide proactive high-quality support to the Electricity Authority Board
- Ensure efficient management and interactions between Board members, the Executive Assistant to the Chief Executive and Senior Leadership Team (SLT).

Working relationships

Reports to	Executive Advisor to the Chief Executive
Direct reports	Nil
Internal relationships	<ul style="list-style-type: none">• Electricity Authority staff
External relationships	<ul style="list-style-type: none">• Ministers Offices• Ministry of Business, Innovation and Employment (MBIE)• Commerce Commission (ComCom)• Chief Executives and Executive Assistants to Industry Stakeholders

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.

Board Secretary Duties

- Efficiently manage and monitor Board correspondence ensuring information is actioned, prioritised and respond to appropriately and in a timely manner.
- Draft correspondence for the Chair as required.
- Contribute to board reporting by preparing the correspondence register, maintaining the action and delegation register and coordinate the delivery of Chair and Chief Executive's report.
- Manage and oversee the process from compilation to delivery of the Board and Committee papers.
- Liaise with Manager, Legal and Governance to ensure the timely and accurate production of Board minutes.
- Liaise with external stakeholders to arrange Board to Board events.
- Arrange domestic and international travel for board members in an efficient, effective, and timely manner.
- Develop the annual Board and Committee meeting calendars including stakeholder functions, site visits and Board to Board events.
- Manage the logistics for each Board and Committee meeting.
- Be the main point of contact for all communication between Authority staff and Board members.
- Ensure information and records are managed, referenced, and filed in line with Authority policies and guidelines.
- Provide support and guidance across the administration team within the Authority.

Relationship and Stakeholder Management

- Develop, maintain, and manage positive and effective working relationships with internal and external stakeholders.
- Demonstrate professionalism and excellent customer service to key internal and external stakeholders.
- Leads with purpose, communicating clearly to persuade and inspires others.
- 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's outcomes.

Workflow Management

- Actively and independently plan and manage own projects and workload, with guidance from the Chair and Chief Advisor as required.
- Effectively identify and manage or escalate risk to ensure a "no surprises" approach.

Experience and knowledge

- Experience supporting a Board in a secretariat capacity or as a legal secretary is preferred.
- A minimum of 5 years' experience in a role with similar skills set.
- Knowledge of how a Board operates and the Board paper process would be preferred.
- Experience in managing complex and commercially sensitive relationships.
- Advanced user of Word, Excel, PowerPoint, and Outlook
- Advanced knowledge of administration policies, procedures, and technology
- Knowledge of the electricity industry or public sector experience would be an advantage (but not essential)

Personal specifications

- Excellent organisation and time management skills with the ability to establish priorities and meet deadlines whilst preserving the highest level of accuracy and confidentiality.
- Excellent interpersonal, oral, and written communication skills
- 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.
- Integrity and loyalty, be trustworthy, and maintain confidentiality and discretion at all times.
- Proven ability to exercise sound judgement to determine issues of relevance, importance, and necessity.
- Demonstrated ability to multitask and maintain performance under pressure.
- Demonstrated ability to work unsupervised and as part of a team.
- Proven ability to think ahead/anticipate - the ability to use initiative appropriately.
- Excellent attention to detail
- Strong customer focus and willingness to go the 'extra mile'.
- A highly developed sense of requirements of good governance and the need to adhere to good processes.
- A drive for results and a track record in delivering excellent support.
- Displays resilience and demonstrates composure.
- An ability to communicate effectively at all levels for a successful outcome. The ability to express ideas succinctly and clearly, both orally and in written.

Our expectations

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 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 Public Records 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.