

POSITION DESCRIPTION

Position details

| | |
|----------------|--|
| Position Title | Senior Analyst – Office of the Chief Executive |
| Group | Office of the Chief Executive |
| Location | Wellington |
| Date | April 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 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

The Office of the Chief Executive supports the Chief Executive in leading the Electricity Authority by providing strategic policy guidance, organisational advice, and operational coordination. It facilitates effective decision-making, stakeholder engagement, and the successful delivery of the Authority's responsibilities.

Purpose of this position

The Senior Analyst – Office of the Chief Executive will support the daily operations of the Chief Executive's office, serve as a trusted advisor, manage key internal and external relationships, and drive the Authority's strategic priorities.

Key responsibilities include supporting special projects, organisational servicing and coordination, and delivering high-quality strategic policy and organisational advice to the Chief Executive, senior leaders, and the Authority Board.

The role requires close collaboration with teams across the Authority, the Authority Board, the Minister for Energy's office, and key government stakeholders. Additionally, it will focus on improving processes, promoting best practices, and providing coaching and quality assurance across the organisation.

Working relationships

| | |
|------------------------|--|
| Reports to | Executive Advisor – Office of the Chief Executive |
| Direct reports | Nil |
| Internal relationships | Chief Executive (CE) Senior Leadership Team (SLT) Electricity Authority Board Electricity Authority staff |
| External relationships | Minister's Office Industry Stakeholders Other government agencies |

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 and Board related activities

- Provide strategic executive advice and insights within the Office of the Chief Executive
- Lead and support the delivery of special projects and initiatives
- Intellectual leadership to provide analysis and advice on complex information and reports across a range of areas
- Lead and support the production of material for regular executive and Board meetings
- Support the delivery of regular and ad-hoc reporting products
- Actively utilise the position to connect people and share information that will help the Authority succeed
- Support the maintaining accurate tracking, reporting, and follow-up of actions
- Strategic engagement and official correspondence support.

Ministerial activities

- Support effective engagement with the Minister for Energy's office
- Support the production of material for regular Ministerial engagements and queries
- Ensure insights from Ministerial engagement and correspondence are shared with relevant business groups
- Support the delivery of select OIAs, and Ministerial responses
- Contribute to ongoing improvements in Ministerial processes and best practices.
- Provide peer review, quality assurance, and mentoring to support team capability
- Maintain accurate tracking, reporting, and follow-up of actions
- Take a proactive, continuous improvement approach to all activities and supporting additional team and group priorities as required.

Relationships and stakeholder management

- Develop effective working relationships with Authority staff in order to transfer knowledge and learning to the wider organization.
- Strengthen business performance and lead innovatively to foster continuous improvement at the Authority.
- Lead with purpose, communicating clearly to persuade and inspire others.
- Participate as an active team member and contribute knowledge and expertise needed to achieve Authority outcomes.
- Provide timely, high quality and accurate advice to participants, stakeholders and other interested parties.

Key accountabilities and deliverables

Work management

- Use project planning and management techniques to effectively carry out the agreed work, using initiative to resolve most conflicts, manage risks and coordinate with others
- Lead multiple pieces of work concurrently and actively and independently plans and manages workload.

Experience and knowledge

To be successful in this role you will have:

- The ability to navigate ambiguity in a fast-paced environment.
- Keen attention to detail and a delivery-focused attitude.
- The ability to work efficiently, discreetly, and with integrity.
- Exceptional relationship management skills, paired with strong people leadership abilities.
- Proven experience engaging directly with and advising Ministers, Chief Executives, or senior leaders.
- A collaborative and adaptable approach, thriving in diverse teams and shifting dynamics.
- Analytical acumen and critical thinking skills to approach challenges strategically.
- Outstanding written and verbal communication abilities, able to convey complex ideas clearly and persuasively to a variety of audiences.

Personal specifications

To be successful in this role you will have:

- A proactive, can-do attitude with good judgement and discretion.
- Strong relationship-building skills and ability to work well with others.
- Excellent written and verbal communication, with attention to detail.
- Ability to manage competing priorities and work well under pressure.
- A growth mindset.