

POSITION DESCRIPTION

Position details

Position title	Project Coordinator
Team	Project Management Office
Group	Corporate and Market Services
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 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 Corporate and Market Services Group is responsible for strategy, planning and performance, finance, procurement, commercial management, risk and information service CISO, people and capability, information technology, facilities and other typical shared services responsibilities. As part of this, we also manage the major service provider contracts for the Authority, including the system operator and other market operation service providers. We work to support the Authority in all areas and underpin the organisation to ensure the achievement of great outcomes.

Purpose of this position

The purpose of this position is to provide project coordination support for projects and programmes being delivered by the Electricity Authority.

Working relationships

Reports to	PMO Manager
Direct reports	Nil
Internal relationships	<ul style="list-style-type: none">Electricity Authority staff
External relationships	<ul style="list-style-type: none">Market ParticipantsExternal ConsultantsExternal Advisory GroupsOther Government Departments

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.

Project Activities

- Draft, collate and distribute project reporting and communications
- Day-to-day management of project schedules, finances, plans, RAID logs and other collateral and artefacts, escalating to project leadership or the PMO Manager as needed
- Coordination of project processes including (but not limited to) governance, information/data management, quality and assurance processes
- Manage project calendars and inboxes
- Plan, coordinate and provide secretariat support for project meetings, including consultation processes
- Support the PMO team with the development, delivery and ongoing management of standards, frameworks, processes, templates etc. for project, programme and portfolio management
- Undertake such other duties as may be delegated to the position from time to time

Relationship and stakeholder Engagement

- 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 leads innovatively to foster continuous improvement at the Authority.
- Participates as an active team member and contributes knowledge and expertise to achieve Authority outcomes.
- Develops effective working relationships with Authority staff in order to transfer knowledge and learning to the wider organisation.
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Workflow Management

- Actively and independently plan and manage own projects and workload, with guidance from PMO Manager .

Experience and knowledge

- A relevant qualification and/or experience in a Project Coordinator role, or equivalent transferable skills and experience.
- Familiarity with project methodologies and project management software.
- Intermediate to advanced proficiency with Microsoft Word, Excel, Visio, and Outlook.
- 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

- High standards of accuracy, organisation 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