

## POSITION DESCRIPTION

### Position details

Position title	Principal Advisor Risk and Assurance
Team	Risk and Information Services
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](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.

## Our group

The Corporate and Market Services Group is responsible for strategy, planning and performance, finance, procurement, commercial management, risk, information services, CISO, people and capability, 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 Principal Advisor – Risk and Assurance serves as a subject matter expert, responsible for managing the Electricity Authority’s end-to-end risk and assurance management framework. This role is responsible primarily for supporting colleagues to identify, monitor and mitigate the Authority’s risks, reporting on these to the SLT and Board, and leading the internal audit programme.

## Working relationships

Reports to	Manager – Risk and Information Management CISO
Direct reports	Nil
Internal relationships	<ul style="list-style-type: none"><li>• Electricity Authority staff</li><li>• Electricity Authority Board</li><li>• Audit and Finance Committee</li></ul>
External relationships	<ul style="list-style-type: none"><li>• Inland Revenue Department</li><li>• MBIE</li><li>• Auditors</li><li>• Insurance Providers</li></ul>

## Key accountabilities and deliverables

### Governance

- Lead the successful delivery of the Audit and Finance subcommittee, acting as its Secretariat
- Lead the development of Board and SLT papers on risk and assurance related matters

### Risk management

- Lead the development, and maintain oversight of the Authority's enterprise risks, and their quarterly reporting process to the SLT and Board.
- Support the business to uplift operational risk management maturity

### Assurance management

- Drive the delivery of the Internal Audit programme including audit planning, delivery and action completion.
- Support the business to implement fit for purpose assurance activities across the three lines of assurance

### Business continuity management

- Maintain Business Continuity Plan / Crisis Management Plan and organise the periodic testing of this plan
- Lead the update of the Authority's insurances as needed.

### Operational policy framework

- Own the operational policy framework and oversee the periodic update of policies by owners, and report on the status to the Board

### Workflow management

- Support the Risk and Information Services workflow, helping set priorities, providing direction, and removing roadblocks. Help provide a sense of team direction, belonging and purpose for the wider team to ensure understanding.
- Effectively identify and either manage or escalate risks to ensure a team approach of 'no surprises.'

### Relationship and stakeholder management

- Build strong working relationships across the Authority, including with the SLT and Board members including to help with the to transfer knowledge and learning to the wider organisation.
- Be seen as a highly credible and expert voice that can be relied upon for up to date, robust and relevant advice.
- Provide advice and guidance on risk management to a wide range of stakeholders
- Build and sustain effective relationships with relevant external bodies and organisations.
- Develop effective working relationships with Authority staff in order to transfer knowledge and learning to the wider organisation.

## Experience and knowledge

- Proven experience in understanding of risk and assurance, providing sound, authoritative advice and recommendations to executive management.
- Ability to challenge existing processes and procedures.
- Demonstrated ability to manage multi-dimensional relationships and to influence and challenge at all levels, including executives.
- Strong verbal and written communication skills, with the ability to convey complex information clearly and effectively for varying audiences.
- Pragmatic problem solving and analytical skills, with the ability to distil key information into practical insights.
- A track record of working creatively and effectively in changing or ambiguous environments.
- Skilled at coaching and mentoring others—both senior and junior—through challenging situations.

## Experience and knowledge

- Knowledge of trends and emerging technologies and practices and how these are applied in technical organisations.
- Substantial experience in project and contractor/consultant.
- Sound understanding of the responsibilities and perspectives of regulatory and regulated entities.
- A general knowledge of the electricity industry and key stakeholder relationships.

## Personal specifications

- Be able to exercise sound judgement in decision making based on a mixture of analysis, wisdom, experience and judgement.
- Connect with others by listening and reading people and situations to communicate tactfully.
- Displays curiosity, flexibility and openness in integrating ideas, information and differing perspectives.
- Shows courage, decisiveness and leads with integrity.
- Be results focused. Has a clear commitment to quality standards and deadlines.
- Be skilled in project management especially managing multiple projects.
- Have a proven ability to operate in a highly ambiguous environment and to deliver in challenging circumstances.
- Be politically astute, sensitive to and aware of stakeholder interests.
- Have a growth mindset for work and self.
- Be composed under pressure.