

## POSITION DESCRIPTION

### Position details

Position title	Principal Analyst – Policy
Team	Retail and Consumer Policy
Group	Retail and Consumer
Location	Wellington or Auckland
Date	July 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 Retail and Consumer group is responsible for advocating and driving for consumer outcomes. This newly formed group is critical to holding the consumer central to the Authority's main and additional statutory objectives:

*"To promote competition in, reliable supply by, and the efficient operation of, the electricity industry for the long-term benefit of consumers."*

*"To protect the interests of domestic consumers and small business consumers in relation to the supply of electricity to those consumers."*

By holding the consumer at the heart of our outcomes, our role is to ensure that the electricity industry is doing the same:

- i. nurturing consumer-centric activities and innovations,
- ii. ensuring that efficient outcomes aid long term affordability
- iii. enabling flexibility and ensuring consumers are at the core of emerging solutions and
- iv. establishing standards, guidelines and obligations that protect the interests of consumers.

## Purpose of this position

This role is responsible for supporting the Manager – Retail and Consumer to drive the strategic policy agenda and set the direction for the team's policy domain by analysing information to assist in the planning, development, interpretation and review of our policies.

This role is responsible for technical thought leadership within the Retail and Consumer function, providing strategic and specialist policy advice. The role is also responsible for managing workflow within the function, and leadership of significant projects, utilising excellent stakeholder engagement skills that enable them to communicate effectively at all levels.

## Working relationships

Reports to	Manager – Retail and Consumer
Direct reports	Nil
Internal relationships	<ul style="list-style-type: none"><li>Electricity Authority staff</li></ul>

## Purpose of this position

### External relationships

- Other Government agencies, in particular MBIE
- Electricity industry participants, representative groups and consumers
- Electricity Authority Advisory and Working Groups
- Market operation service providers
- Expert consultants and advisors
- Minister's office staff

## 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.

### Technical Excellence

- Drive the use of leading-edge qualitative and quantitative frameworks.
- Apply advanced system, strategic and critical thinking, clear and logical reasoning and sound judgement to analyse policy issues.
- Provide a key voice to the Authority's policy development by gathering, analysing and presenting information to assist in the planning, development, interpretation and review of the Authority's policies.
- Challenge current thinking, anticipate future issues, promote debate across the Authority and facilitate the drawing together of this debate to inform decision making. Can sharpen the focus of discussions by crystallising for others the key high-level points / themes coming through and articulating the way forward.
- Provide clear, accurate and well-reasoned policy products that anticipate and meet the needs of the Board and communicate complex issues and concepts clearly and succinctly.
- Provide authoritative, strategic and specialist policy advice supported by the evidence of the analysis.
- Bring new ideas, techniques and knowledge to research and policy discussions and influences the direction of policy.
- Provide thought leadership including by staying abreast of the latest thinking and trends (including internationally). Includes maintaining an exceptional knowledge of sector issues and developments in policy formation.

### Significant Project Leadership

- Lead or contributes to significant and other projects (often multiple, complex or sensitive) using appropriate methodologies/techniques with the aim of ensuring the Authority's requirements are met (scope, quality, timeliness) and the intended benefits are realised. Will include:
  - Regularly monitoring and reporting on project progress, risks and opportunities.
  - Effectively identifying and managing project risks, alerting their manager to potential issues well in advance and proposing solutions.
  - Using initiative to resolve most conflicts and coordinate with others.
    - Understanding and utilising the capability of team members to deliver high quality project outputs.

## **Workflow Support**

- Support the Manager Policy with team workflow, helping set priorities, providing direction and removing roadblocks.
- Effectively identify and either manage or escalate risks to ensure a team approach of 'no surprises'.

## **Relationships Management**

- Build strong working relationships across the Authority, including with the SLT and Board members. Seen as a highly credible and expert voice that can be relied upon for up to date, robust and relevant analysis and advice.
- Build and sustain effective relationships with relevant external bodies and organisations.
- Lead significant engagement with delivery agencies, stakeholders and government agencies so that intelligence and information is drawn and to ensure the advice provided is practical and effective.
- Effectively influence through engagement and communication with senior stakeholders on domain topic.
- Proactively think about what we want out of various stakeholders, proactively taking actions to achieve that (i.e. not just seeing people when they want to see us, but planning who we want to see and why).

### Key accountabilities and deliverables

- Manage a large and diverse set of sector stakeholders.

## **Team Support**

- Enhance the overall capability of the Policy team and the broader Authority through technical mentoring and coaching of staff in their day to day work and against their longer-term development plans. Will include fostering an open collaborative environment that encourages quality, innovation and ongoing learning and knowledge sharing.
- Promote connectiveness across the Authority.

## Experience and knowledge

To be successful in this role you will:

- Have helped managers run a team and set the strategic direction.
- Have provided strong intellectual leadership in identifying, shaping and leading a work programme.
- Have an in-depth knowledge of research, evaluation or analytical disciplines and processes, including latest developments in techniques and practices.
- Led critical or complex policy and operational projects and delivered innovative, robust, practical and solution-focussed advice that met the customer's needs on time.
- Have experience in coaching and mentoring team members.

## Behaviour specifications

To be successful in this role you will:

- Be able to exercise sound judgement in decision making based on a mixture of analysis, wisdom, experience and judgement. Can mitigate analytical and decision making biases
- Have a superior ability to create practical and innovative solutions to complex and ambiguous problems, including skill in distilling issues and discussions into key insights, key points and trade-offs.
- Be able to integrate a range of other disciplines and thinking – legal, engineering, policy
- Be results-focused.
- See issues through a range of lenses and stakeholder perspectives, and recognise the broader implications and connections between issues.
- Be able to collaborate and engage skilfully, internally and externally, with the ability to manage conflicting viewpoints.
- Have an ability to influence the direction and delivery of staff activities and outputs, and management and Board decisions.
- Have courage, decisiveness and the ability to lead with integrity.
- Have the ability to self-assess and show commitment to own development.
- Be open to encouraging feedback on own performance and adapting your approach.
- Be resilient and demonstrate composure: able to deliver in challenging circumstances.
- A tertiary qualification, ideally post-graduate, in economics would be beneficial.

## POSITION PRESCRIPTION

Position details	
Position Title	Senior Analyst - Policy
Team	Retail and Consumer Policy
Group	Retail and Consumer
Location	Wellington and Auckland
Date	June 2025
Our purpose	

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- **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.

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- iii. enabling flexibility and ensuring consumers are at the core of emerging solutions and
- iv. establishing standards, guidelines and obligations that protect the interests of consumers.

## Purpose of this position

The purpose of the Senior Analyst – Policy position is to undertake complex policy analysis and to lead development of innovation, practical and durable policy options (ensuring engagement with stakeholders). This position brings new ideas, techniques and knowledge to research and policy discussions and influences the direction of policy

This position provides authoritative, evidence-based policy advice often in areas that are complex and sensitive. It takes the lead, and project manages policy work and project teams. It enhances the overall capability of the team and the broader Authority through coaching and mentoring analysts during their day-to-day work, and against their longer term development plans.

## Working relationships

Reports to	Manager – Retail and Consumer
Direct reports	Nil
Internal relationships	<ul style="list-style-type: none"><li>Electricity Authority staff</li></ul>

External relationships	<ul style="list-style-type: none"> <li>• Other Government agencies, in particular MBIE</li> <li>• Electricity industry participants, representative groups and consumers</li> <li>• Electricity Authority Advisory and Working Groups</li> <li>• Market operation service providers</li> </ul>
<b>Working relationships</b>	
	<ul style="list-style-type: none"> <li>• Expert consultants and advisors</li> <li>• Minister's office staff</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.

### Policy analysis and advice

- With support from the Principal Analyst, leads, scopes, shapes, plans and manages policy projects in risky, complex, ambiguous or sensitive areas.
- Applies advanced frameworks and methods of analysis to identify policy problems, analyse the issues, and identify and assess the policy options. Develops innovative, practical, effective and durable policy options that will help achieve the desired outcomes.

### Operational Policy

- Undertake Code review, supporting with Code maintenance and documents legislated under the Code
- Support the implementation of operational policy
- Provide advice to the Security and Reliability Council (SRC)
- Take ownership of security reliability policy

### Communication

- Provide clear, accurate and well-reasoned policy products that anticipate and meet the needs of the Board and communicate complex issues and concepts clearly and succinctly.

### Relationships and stakeholder management

- Lead with purpose, communicating clearly to persuade and inspire others
- Strengthen business performance and lead innovatively to foster continuous improvement at the Authority
- Participate as an active team member and contribute knowledge and expertise needed to achieve Authority outcomes
- Develop effective working relationships with Authority staff in order to transfer knowledge and learning to the wider organisation



## **Work management**

- Use project planning and management techniques to effectively carry out the agreed policy 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.
- Lead project teams and understands and utilises the capability of team members to deliver high quality project outputs, providing guidance to analysts in their day-to-day work.

## **Experience and knowledge**

To be successful in this role you will have:

- Significant experience and understanding of regulatory environments.
- Relevant degree and/or industry knowledge or experience.
- A proven track record in a senior analytical role.
- A working knowledge of the machinery of government, and in particular how it applies to Crown Entities.
- Strong oral and written skills
- Strong knowledge of research, evaluation or analytical disciplines and processes
- Committed to growing as an individual and as part of a team.
- Experience in coaching and mentoring others.
- A proven track record of producing high quality work.
- Ability to sharpen the focus of discussions by crystallising for others the key high-level points / themes coming through and articulating the way forward.

## **Behavioural specifications**

To be successful in this role you will have:

- The ability to think analytically and critically while mitigating analytical and decision-making biases.
- Curiosity, flexibility and openness in integrating ideas, information and differing perspectives.
- Courage, decisiveness and lead with integrity
- A willingness to self-assess and show commitment to own development
- A commitment to encouraging feedback on own performance and adapts your approach
- Resilience and demonstrate composure
- An appreciation of the relationships between the different industry entities that make up the electricity sector
- Highly developed skills in investigation and analysis of complex and difficult issues.
- 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.
- Exceptional relationship management skills in order to manage conflicting viewpoints, with the aim of facilitating a negotiated agreement or acceptance between the parties

- Prioritisation and time management skills