

POSITION DESCRIPTION

Position details

Position title	Principal Analyst
Team	Network Policy
Group	Networks and System Change
Location	Wellington
Date	October 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 Networks and System change group is responsible for well-executed policy development in the distribution and transmission segments of the electricity 'supply chain' – to achieve policy reform that will enable a low-cost transition to a low-emissions economy, for the long-term benefit of consumers. The group is also focused on the opportunities and challenges affecting security and resilience of the power system as it transitions towards a low-emissions energy system.

Purpose of this position

The role provides power system expertise which supports the strategic policy agenda and sets the direction for the team's policy domain through thought leadership and analysing current and future needs to assist in the planning, development, interpretation and review of our policies.

This role will be managing projects in subject areas such as standardisation and collaboration of distributor practices in connecting and managing distributed generation, battery energy storage systems, vehicle to grid and demand based distributed energy resources. Alongside connections, we will be looking at how those resources enable flexibility services and the Standards that support the technology and its use.

This role will also be working on projects in the Future Security and Reliability workstream. Projects such as ensuring future common quality and enabling dynamic operating envelopes as all distributed energy resources grows.

The role is also responsible for managing workflow within the function, and leadership of significant projects and project teams, utilising excellent stakeholder engagement skills that enable them to communicate effectively at all levels.

Working relationships

Reports to	Manager, Network Policy
Direct reports	Nil
Internal relationships	• Manager, Future Security and Reliability • General Manager Network and System Change

Our group

	• Chief Executive and the Electricity Authority Board • Legal and communications teams • Other Electricity Authority staff
External relationships	• Other Government agencies, in particular MBIE and the Commerce Commission • Electricity industry participants, representative groups and consumers • Electricity Authority Advisory and Technical 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

- Provide a key voice to the Authority's policy development by gathering, analysing and presenting information to plan, develop, interpret and review the Authority's policies.
- Provide authoritative, strategic and specialist policy advice supported by the evidence of the analysis.
- 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.
- 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.
- Challenge current thinking, anticipate future issues, promote debate across the Authority and facilitate the drawing together of this debate to inform decision making. Sharpen the focus of discussions by crystallising key high-level points / themes and articulating the way forward.
- 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.

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 a large and diverse set of external bodies and organisations.
- Lead 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.
- Proactively think about what we want from various stakeholders, pro-actively taking actions to achieve that (i.e. planning who we want to see and why).

Key accountabilities and deliverables

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 Authorities 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 outputs.

Workflow Support

- Support the manager 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'.

Team Support

- Enhance the overall capability of the group and 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:

- 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.

Personal specifications

To be successful in this role you will have:

- Have a relevant tertiary qualification and/or extensive equivalent experience, preferably in electrical engineering or distribution networks engineering, planning or operation.
- International experience of distribution, distributed, generation and/or flexibility markets especially from Australia or UK.

- Have superior research, analytical and critical thinking skills, including the ability to apply deep analytical expertise on disparate information to form cutting edge ideas and insights.
- Be highly skilled in written and verbal communication, with the ability to communicate complex issues and concepts clearly, succinctly and with influence, and to adapt styles to suit different channels and audiences.
- Be able to collaborate and engage skilfully internally and externally and turn complex analysis into a compelling, accessible story.
- 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.
- Have an ability to influence the direction and delivery of staff activities and outputs.
- Be a skilled strategic thinker with the ability to identify and respond to new and emerging strategic issues. See issues through a range of lenses and stakeholder perspectives, and recognise the broader implications and connections between issues.
- Be skilled at building, maintaining and managing effective and productive relationships, particularly with senior stakeholders. Able to engage with a wide range of stakeholders.
- Be able to exercise sound judgement in decision making based on a mixture of analysis, wisdom, experience and judgement.
- Be results focused.
- 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