

## POSITION DESCRIPTION

Position details	
Position title	Procurement and Contract Manager
Team	Commercial
Group	Wholesale and Supply
Location	Wellington
Date	March 2026

### 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 Wholesale and Supply group is responsible for ensuring the Authority delivers its objectives relating to a secure and reliable supply of electricity and ensuring the wholesale market is fit for purpose.

## Purpose of this position

The Procurement and Contract Manager supports the Authority by ensuring Government Procurement Rules are adhered to, and provides expert advice and assistance with procurement matters.

## Working relationships

Reports to	Head of Commercial
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>MBIE</li><li>Service providers for major corporate contracts</li><li>Other service providers engaged by the Authority from time to time</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.

### Procurement

- Develop and maintain the Authority's procurement and contract management policies, procedures and guidelines to ensure these comply with the Government Procurement Rules, including but not limited to:
  - reviewing and enhancing contract registers, highlighting key terms and any specific contract risks
  - assisting in the development of, editing and/or management of contracting templates
  - ensuring that contracting standards are implemented / upheld / maintained.
- Maintain a centre of excellence and provide leadership and support to increase the effectiveness and capability of sourcing and supplier management strategies.
- Provide training and increase the awareness of procurement throughout the Authority to enable business units to effectively run their own procurement activity and maintain supplier relationships.
- Assist Authority staff with their procurement processes, including the drafting of procurement plans and RFPs, evaluation of responses, and debriefs with unsuccessful providers
- Deliver all reporting to NZ Government Procurement, the Authority's Audit and Finance Committee, and the Authority's Board as required.

### Relationship and Stakeholder Management

- Develop and maintain robust and trusted relationships, providing feedback and clarity on decisions and actions
- Ensure clear plans on frequency of engagements, information sharing channels, and meetings are established
- Collaborate internally to ensure risks are recorded and appropriately mitigated
- Manage escalations and contract relationships
- Listen to, identify, and address problems promptly, and explain decisions and actions in an impartial way

## Experience and knowledge

To be successful in this role you will have:

- A minimum of 5 years' experience operating at a senior level in a similar role, preferably within a core public sector agency or Crown Entity.
- Sound working knowledge of the Government procurement principles, charter, rules, templates, and procurement law and practice.

You will be able to:

- Think analytically and critically while mitigating analytical and decision making biases.
- Display curiosity, flexibility and openness in intergrating ideas, information and differing perspectives.
- Show courage, decisiveness and lead with integrity.
- self-assess and show commitment to own development.

## Key accountabilities and deliverables

- Encourage feedback on own performance and adapt your approach.
- Display resilience and demonstrate composure.

## Behavioural specifications

To be successful in this role you will:

- Build and maintain positive and constructive working relationships with internal and external stakeholders.
- Operate effectively in ambiguous environments and maintain a results-orientated focus to ensure delivery.
- Effectively communicate in a clear, succinct, logical and accurate manner, both in writing and orally.
- Adapt to changing circumstances by being receptive to new ideas and amending systems and processes to improve efficiency and effectiveness as identified and where appropriate.
- Accurately and intelligently analyse information, taking into account all options and perspectives, in order to identify key issues and actions.
- Self-manage and prioritise competing demands on time and resources.
- Deliver outputs and meet commitments in a timely and efficient manner.
- Maintain honesty and integrity at all times.