

POSITION DESCRIPTION

Position details	
Position title	Senior OIA & Ministerial Advisor
Team	Legal, Monitoring and Compliance
Group	Legal – Corporate and Compliance
Location	Wellington
Date	June 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 Legal, Monitoring and Compliance group provides in-house legal services for the Authority through the Legal Team, while the Compliance Team is responsible for monitoring, investigating, and enforcing compliance with the Code, the Electricity Industry Act and various regulations. The Monitoring team analyses market activity and provides insights and information to internal and external stakeholders.

Purpose of this position

The Senior OIA and Ministerial Advisor leads the Authority's ministerial servicing and Official Information Act (OIA) functions. This includes working across the organisation to prepare high-quality, timely responses to ministerial correspondence, OIA and Parliamentary Questions. The role maintains strong relationships with key stakeholders across the Authority and government.

Working relationships

Reports to	Manager Legal – Corporate and Compliance
Direct reports	Nil
Internal relationships	<ul style="list-style-type: none">• Board• Chief Executive (CE)• Senior Leadership Team (SLT)• Other Electricity Authority staff
External relationships	<ul style="list-style-type: none">• Office of the Minister for Energy• Ministry of Business, Innovation and Employment – Ministerial teams• Other government agencies working on energy and climate change issues, and other regulatory bodies (eg, Commerce Commission)

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.

- Lead and coordinate responses to Official Information Act (OIA) requests, ensuring compliance with statutory timeframes and quality standards.
- Manage and advise on ministerial correspondence, parliamentary questions, and other external information requests.
- Provide high-quality advice and guidance to internal stakeholders on OIA matters, including privacy, confidentiality, and legal risk.
- Develop and maintain robust systems and processes to track, manage, and report on OIA and ministerial work.
- Liaise effectively with the Minister's office, Ministry of Business, Innovation and Employment, and other government agencies to ensure alignment and effective communication.
- Support the development and delivery of internal training and awareness around OIA responsibilities and good information management practices.
- Prepare briefings, reports, and analysis for senior leaders and the Board, as relevant to OIA and ministerial functions.
- Identify and drive opportunities to improve process efficiency, consistency, and transparency in OIA and ministerial practices.
- Lead with purpose, communicating clearly to persuade and inspires others.
- Develops effective working relationships with Authority staff in order to transfer knowledge and learning to the wider organisation.

Experience and knowledge

- A relevant tertiary qualification and/or equivalent work experience (e.g., law, political science, public policy).
- Experience (5+ years) working with the Official Information Act (OIA) in a public sector environment.
- Deep understanding of public sector accountability, transparency, and statutory obligations under the OIA.
- Strong legal or policy background with the ability to assess and manage risk in complex or sensitive matters.
- Knowledge and understanding of relevant legislation, rules, and regulations.
- Experience in the machinery of government and working with Ministers' offices and government agencies.
- Experience working across an organisation with people at all levels – from advisors to senior executives.

Experience and knowledge

- Experience managing effective systems and processes to manage information flow and deliver to hard deadlines.
- Exceptional written and verbal communication skills, with a strong track record in producing clear, concise, and compelling responses.
- High attention to detail and commitment to quality assurance.
- Thinks analytically and critically while mitigating analytical and decision-making biases.

Behavioural specifications

- Can-do attitude and a high level of initiative, sound judgement, and discretion.
- Demonstrates resilience and composure under pressure, with the ability to manage competing priorities and tight deadlines.
- A demonstrated ability to form strong professional working relationships, including collaboration and cooperation with internal and external stakeholders.
- Exercises sound judgement, handles sensitive information appropriately, and maintains confidentiality.
- Works effectively across teams and agencies, contributing positively to a strong and supportive team culture.
- Proactively identifies issues and improvement opportunities; takes ownership of delivering high-quality work.
- Comfortable operating in a fast-paced and dynamic environment with changing priorities.
- Understands the needs of stakeholders, including the public and government, and tailors responses accordingly.
- Represents the organisation confidently and consistently, demonstrating a commitment to excellence in public service.