

POSITION DESCRIPTION

Position Details	
Position Title	Executive Assistant to General Managers
Teams	Market Policy and Retail and Consumer
Location	Wellington
Date	September 2026

Our purpose

The Electricity Authority Te Mana Hiko is an independent Crown entity, established under the Electricity Industry Act 2010, responsible for regulating New Zealand's electricity industry for the long-term benefit of consumers. Our vision is reliable electricity at lowest cost for New Zealand consumers. We work towards two outcomes:

- Affordable - electricity is generated and delivered at lowest cost over time for New Zealand consumers; and
- Reliable - our electricity system is secure, resilient and meets consumer demand at an efficient level of reliability.

How We Work

The Electricity Authority 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 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 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.

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.

Purpose of This Position

The purpose of this position is to provide secretarial and executive administrative support to the General Manager Wholesale and Commercial and the General Manager Retail and Consumer, ensuring seamless coordination of daily operations and strategic initiatives. This includes managing complex calendars, communications, and confidential information with discretion and efficiency.

Working Relationships

Reports to	General Manager – Wholesale and Commercial General Manager – Retail and Consumer
Direct reports	Nil
Internal relationships	• Electricity Authority staff
External relationships	• Market Participants • Key vendors • External Consultants • External Advisory Group • Other Government Departments

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.

Executive Support

- Executive Support to the General Managers
- Accurately record and distribute agenda items, meeting minutes, and action points
- Assist with procurement and resourcing and verifying invoices
- Coordination and the review and sign out processes for Authority papers
- Manage calendars and individual and shared inboxes and make travel bookings
- Diary and information flow management such as coordinating, establishing, managing, and monitoring priorities relating to meetings and appointments
- Plan and coordinate meetings, including consultation processes
- Developing systems to efficiently manage and monitor correspondence ensuring all information is actioned, prioritised and responded to appropriately and in a timely manner
- Provide information in relation to OIAs. Preparation of agendas for meetings, and attendance to note action points and follow up on action points, as required
- Providing administration and word processing services to the GM
- Information and record systems are developed, managed and appropriately utilised for efficiency and accessibility and within organisational guidelines
- Drafting responses, correspondence, memos and reports to a high professional standard
- Facilitating and supporting the preparation and coordination of presentations and public speaking engagements in conjunction with the Communications team
- Support the team in achieving outcomes by creating standards, document controls, and procedures including those for issues, risks, and information management
- Undertake such other duties as may be delegated to the position from time to time.

Relationship and stakeholder management

- Develop effective working relationships with Authority staff to help the smooth running of the organisation, including your fellow EAs
- Build and maintain effective relationships with relevant external bodies and organisations.
- Leads with purpose, communicating clearly to persuade and inspires others.
- Connects with others by listening and reading people and situations to communicate tactfully
- Strengthens business performance and lead innovatively to foster continuous improvement at the Authority
- Participates as an active team member and contributes knowledge and expertise need to achieve Authority outcomes
- Develops effective working relationships with Authority staff in order to transfer knowledge and learning to the wider organisation

Experience and Knowledge

To be successful in this role you will have:

- A relevant qualification and/or experience in an Executive assistant or Administrator role
- Intermediate to advanced proficiency with the core Microsoft products
- Experience in maintaining budgets/finances
- Proactivity and the ability to identify early potential risks and mitigations

- Experience in producing effective presentations, status reports, and other artefacts
- Thinks analytically and critically while mitigating analytical and decision-making biases
- Displays curiosity, flexibility and openness in integrating ideas, information and differing perspectives
- Shows courage, decisiveness and leads with integrity
- Can self-assess and shows commitment to own development.
- Encourages feedback on own performance and adapts your approach
- Displays resilience and demonstrates composure

Behavioural Specifications

To be successful in this role you will have:

- High standards of accuracy and attention to detail
- Can-do attitude and a high level of initiative, sound judgement and discretion
- A demonstrated ability to form strong professional working relationships, which includes collaboration and cooperation with internal and external stakeholders