

POSITION DESCRIPTION

Position details

Position title	Analyst (Intern) - Policy
Team	Wholesale Markets
Group	Wholesale and Supply
Location	Wellington
Date	October 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 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 Wholesale and Commercial 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 purpose of this position is to document the evolution of the wholesale electricity market, including key policy and Code changes, their rationale and how they have operated in practice. The role will bring this information together into a clear, user-friendly reference resource and presentation for the Wholesale Markets team. The role also provides an opportunity to develop practical policy research, analysis and communication skills while gaining exposure to electricity market regulation.

Working relationships

Reports to	Manager Policy – Wholesale Markets
Direct reports	Nil
Internal relationships	• Electricity Authority staff
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

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.

Research and Analysis

- Research historical policy and Code changes and compile information from a range of internal and external sources.
- Review and analyse policy decisions, consultation materials, evaluation reports and related documentation to identify key themes and outcomes.
- Summarise complex information in a clear, concise and accessible format for a range of audiences.

Stakeholder Engagement and Communication

- Liaise with subject matter experts and stakeholders to validate information and identify key insights.
- Present key findings and insights in a clear and engaging manner.
- Contribute to knowledge sharing by showcasing project outcomes and lessons learned.

Continuous Improvement

- Identify opportunities to improve institutional knowledge management and information accessibility.
- Support the development of resources that can be maintained and enhanced as part of business-as-usual activities.
- Identify gaps in available information or previous reviews and highlight these for further consideration.

Key Deliverables

- Produce a user-friendly and sustainable reference resource on policy and Code development.
- Support organisational knowledge, transparency, and future decision-making.
- Present the completed resource and key insights to internal stakeholders.
- Identify key themes, observations, and lessons learned from the project.
- Deliver outputs that are practical, accessible, and fit for purpose.

Experience and knowledge

- Progress towards, or completion of, a tertiary qualification in public policy, economics, law, political science, public administration or another relevant discipline.
- An interest in public policy, regulation and/or New Zealand's electricity sector.
- Some understanding of research and analytical methods gained through study, work or other relevant experience.
- Ability to research, interpret and bring together information from a range of sources.
- Strong written communication skills and confidence using standard Microsoft Office applications.

Behavioural specifications

- Builds positive and constructive working relationships with colleagues and stakeholders.
- Works effectively as part of a team, sharing information and supporting others to achieve collective outcomes.
- Seeks and responds positively to feedback and demonstrates a willingness to learn.
- Takes a curious and proactive approach to work and demonstrates initiative.
- Communicates clearly and professionally, both verbally and in writing.
- Presents information in a concise, logical and audience-appropriate manner.
- Gathers and analyses information from a range of sources to identify key issues and insights.
- Uses judgement and critical thinking when interpreting information and drawing conclusions.
- Plans and organises work effectively to meet agreed deadlines.
- Listens actively and asks questions to improve understanding.