POSITION DESCRIPTION

Position details	
Position title	Project Manager
Team	Project Management Office
Group	Strategy and Corporate
Location	Wellington
Date	November 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.

How we work

- 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 Strategy and Corporate Group is responsible for strategy; organisational improvement; risk, planning and performance; strategic finance; project management; data; information services and other shared services responsibilities. We work to support the Authority in all areas and underpin the organisation to ensure the achievement of great outcomes for consumers.

Purpose of this position

The purpose of this position is to lead the planning and delivery of projects across the Electricity Authority, ensuring outputs are delivered within the agreed scope, time and budget.

Working relationships

Reports to	PMO Manager
Direct reports	Nil
Internal relationships	Across all Authority teams
External relationships	• Other Government agencies, in particular MBIE • Electricity industry participants, representative groups andconsumers • Electricity Authority Advisory and Working Groups

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.

Project Management

- Manage projects from end-to-end through the full project lifecycle according to the approved scope, schedule, budget and quality
- Responsible for the development and ongoing management of high-quality project collateral and artefacts
- Responsible for delivering high-quality project processes such as stakeholder and change management, resource and capacity planning, procurement, vendor and contract management, scheduling, RAID management, financial management, communications and engagement, governance, reporting/MI
- Responsible for appropriate escalation of risks and issues
- Responsible for keeping the Project Sponsor, PMO and other agreed parties regularly informed of project status and progress against the approved scope, schedule, budget and quality
- Support the PMO team with the development, delivery and ongoing management of standards, frameworks, processes, templates etc. for project, programme and portfolio management
- Undertake such other duties as may be delegated to the position from time to time

Communications

- 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 leads 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
- Actively and independently plans and manages own workload, with guidance from Manager and team.

Relationships and stakeholder Management

- Build strong working relationships across the Authority, including with the SLT and Board members.
- Build and sustain effective relationships with relevant external bodies and organisations.
- Lead significant 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.
- Effectively influence through engagement and communication with senior stakeholders on domain topic.
- Proactively think about what we want out of various stakeholders.

Workflow management

- Actively plan and manage own projects and the Authority's prioritised work programme and that of the team with input from PMO Manager as required.
- Provide coaching and mentoring to the project coordinators, as required.

Experience and knowledge

- Relevant tertiary or project management qualification/certification, or equivalent demonstrated relevant experience.
- Demonstrated experience successfully managing projects end-to-end, including planning, delivery, governance, risk, issue, assumption and dependency management, financial and resource management and project reporting.
- Experience working with senior stakeholders, project governance and cross-functional teams to deliver agreed outcomes.
- Sound knowledge of project management methodologies, frameworks and tools, with the ability to apply an approach appropriate to the project and organisational context.
- Experience with procurement, vendor or contract management would be advantageous.
- Relevant project management qualifications or certification would be advantageous.
- Knowledge of New Zealand's electricity sector and/or regulatory environment would be advantageous.

Personal specifications

- Strong critical thinking, problem-solving and decision-making skills.
- Ability to plan, organise and adapt to deliver projects successfully in a complex and changing environment.
- Strong stakeholder management and influencing skills, with the ability to build effective relationships at all levels.
- Well-developed written and verbal communication and facilitation skills.
- High standards of accuracy, organisation and attention to detail.
- Sound judgement, initiative and the confidence to identify and escalate issues when required.
- Resilience and composure when working through ambiguity, competing priorities and delivery challenges.
- A collaborative approach and commitment to continuous learning and improvement.