

The Role

Location:	Wellington	Team:	Contract Management
Grade:	14	Reports to:	Manager, Contract Management
Employment:	Permanent	Direct Reports:	Nil

Responsibilities

The Delivery and Partnerships Group is responsible for delivering EECA’s core market facing programmes to all sectors. Through robust analysis, relationship management and business case development the Group advises and provides co-funding in energy efficiency, and the switch to renewable energy sources and uptake of renewable energy technologies.

The Contract Management Team is responsible for managing EECA’s grant funding contract delivery; ensuring EECA’s co-funded projects achieve maximum impact, and the co-funding recipients deliver on their commitments.

The Team Analyst role supports the successful delivery of outcomes sought through EECA’s co-investment through effective reporting, contract processing and administration. The role requires interaction with project recipients and other teams within EECA.

EECA’s Mission and Behaviours

Our Mission

EECA’s mission is to mobilise New Zealanders to be world leaders in clean and clever energy use. We are Te Tari Tiaki Pūngao – Guardian of the energy. This means we have a responsibility to ensure that all of New Zealand recognises that the energy we save now will be an asset to our future, in a multitude of ways. We want a sustainable energy system that supports the prosperity and well-being of current and future generations.

In order to get there, our strategic objectives are:

- Energy efficiency first
- Empower energy users
- Accelerate renewable energy

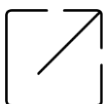
Outcomes are that energy users save energy, money and reduce emissions; and energy productivity and resilience improve. The lever EECA uses to achieve this are:

- Regulation of products, processes and systems
- Information and education to promote clean and clever energy choices
- Targeted investment to demonstrate and scale up energy efficient technologies and renewable energy use.

More information on who we are and what we do is available on our website www.eeca.govt.nz/about-eeca

Our Key Behaviours

EECA has identified four key behaviours that will help us succeed. We will be looking for applicants that can demonstrate these behaviours.



Open to the new



Stand in others’ shoes



Believe in ‘we’ not ‘me’



Deliver the goods



Key Result Areas

- Ensure the accuracy of information relating to all contracts managed by the team
- Maintain EECA’s records system for contract performance
- Prepare basic contract and contract variation documentation for review
- Assist with contract administration including milestone and payment documentation
- Run financial and contract progress reporting
- Be the team go-to person for contracted project information requests, both external and internal
- Ensure all data and information released is accurate and has been through the EECA approved data QA process
- Be the team go-to person for data QA processes
- Provide administrative support when needed to support contracting processes
- Coordinate the information for public reporting process of funds
- Co-ordinate the maintenance of information collected for EECA information insights projects

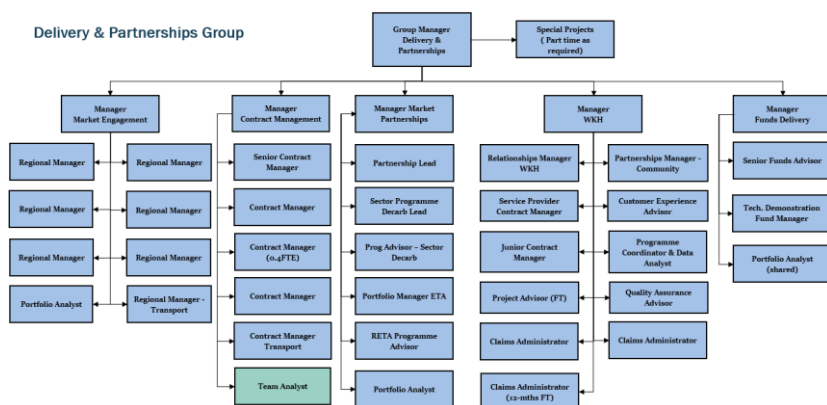
Key Competencies

- Planning and priority setting
- Commercial orientation, with an awareness of public sector audit, finance, and reputational issues
- Effective communication
- Finding solutions
- Learning
- Strong customer service

Relationships

It is expected that effective working relationships are established with relevant EECA staff and external stakeholders.

Where your position fits:



Key Internal Relationships

- Delivery and Partnerships Teams
- Data and Analytics Team
- Research, Evaluation and Insights Team
- Commercial and Property Team
- Finance Team

Key External Relationships

- EECA’s co-investment recipients



- Enterprise Planning and Performance team

Educational Qualifications, Experience and Skills Required

- A relevant tertiary qualification or equivalent experience
- Relationship management or customer service experience
- Excellent analytical and report writing skills
- Excellent time management with a solutions-focus
- Strong interpersonal skills
- An eye for detail
- Strong communication and facilitation skills
- Experience taking a process approach to quality improvement
- Energy industry knowledge or experience an advantage

EECA's Working Environment

A policy of equal employment opportunity operates and EECA provides a work environment that is free from discriminatory practices and encourages all employees to reach their full potential.

As a good employer, EECA takes its Health and Safety responsibilities seriously and all staff are expected to comply with all Health and Safety policies and practices, as part of their employment.

Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o Te ratonga tūmatanui i roto i ā mātou mahi.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki <https://www.publicservice.govt.nz/about-us/>

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at: <https://www.publicservice.govt.nz/about-us/>

