

## The Role

Location:	Wellington	Team:	Funds Delivery Team
Grade:	17	Direct reports:	Nil
Employment:	2-year fixed term	Reports to:	Manager, Funds Delivery

## 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 Funds Delivery team is responsible for overseeing elements of EECA's delivery programme that require a competitive procurement process. It is essential that robust commercial decisions, analysis, relationship management and business case development are undertaken to deliver change programmes that result in significant cost-effective and sustainable transition to effective use of renewables and energy savings across target markets. The team will engage through EECA's channels and directly to develop and deliver programmes and work across EECA to contribute to programme development.

The key objective of the Fund Advisor (Transport) is to deliver the launch and management of a fund focussed on public transport. The role may also include delivery of other funds into the market as needed.

The role will develop the investment activity for the fund, bringing it to market and then delivering it. The role will work in conjunction with the Senior Funds Advisor to support all funds delivered through the Funds Delivery Team.

The role is regarded as a technical and market specialist both within EECA and externally and requires knowledge of public transport technologies and funding models. The role will be based in Wellington to enable regular contact with Wellington-based Government agencies.

## EECA's Purpose 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 key 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 levers EECA uses to achieve this are:

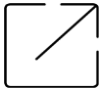
- Regulation of products, processes and systems
- Information and education to promote clean and clever energy choices
- Targeted investment to demonstrate and scale up energy efficient technologies and renewable energy use.

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

- Manage funding delivery, where delivered through contestable funding rounds; lead funding panels and the fund launch team (cross functional) to bring rounds to market as well as working with the market to help develop projects.
- Encourage maximum up-take by market participants and encourage replication through proactive market engagement.
- Work with the Research Evaluation and Insights team and the Data and Analytics team to monitor and evaluate processes for investment areas to determine impacts on emissions.
- Ensure timely and efficient delivery of the fund programme to market and accurate programme reporting, as well as being the point of contact for the programme.
- Contribute to managing the performance and development of the programme to achieve EECA's objectives.
- Seek collaboration opportunities across EECA to optimise the programme.
- Identify, implement, and lead simplification / improvement opportunities.

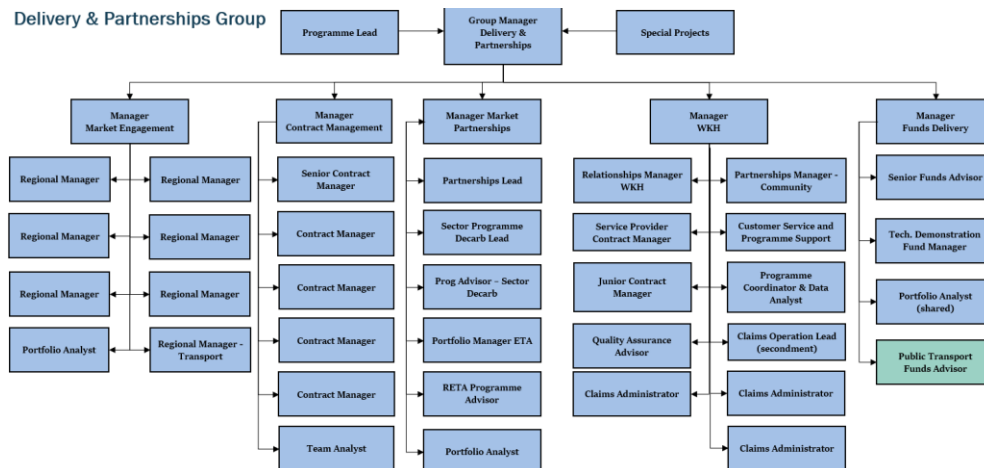
## Key Competencies

- Commercial orientation and solution focus.
- Strong customer service
- Ability to work collaboratively.
- Planning and priority setting.
- Dealing with ambiguity.
- Partnership and relationship acumen

## Relationships

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

Where your position fits



### Key Internal Relationships

- Research, Evaluation and Insights team
- Data and Analytics Team
- Assessment Panel members

### Key External Relationships

- Relevant Government agencies, including MoT & NZTA
- Assessment panel members
- Applicant organisations of fund projects
- Recipient organisations of funds
- Sector organisations.

## Educational Qualifications, Experience and Skills Required

- A tertiary qualification in a relevant field and or equivalent experience
- Strong commercial acumen and understanding of business issues and technologies.
- Outstanding organizational skills with good attention to detail
- Experience in government procurement and administration processes
- In-depth government fund management experience
- An in-depth and working knowledge of issues and challenges facing the public transport (bus) sector and Public Transport Operators
- The demonstrated ability to get results working across multiple stakeholders
- Enthusiasm for promoting transport decarbonisation solutions in New Zealand
- A proactive, resourceful & self-starting operating style with the capacity to prioritise work & meet deadlines.
- Excellent communication and interpersonal skills
- An understanding of political and operational risks as they relate to funds management.
- Exceptional administration and coordination skills.
- The ability to influence and motivate others.

## 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/>

