

## POSITION DESCRIPTION

Position details	
Position Title	Senior Advisor Retail and Network Markets
Team	Retail and Network Markets
Group	Market Design
Location	Wellington
Date	November 2019

### Our vision

Our vision is to be a world-class electricity regulator, delivering long-term benefits for consumers and contributing to the New Zealand economy.

### 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.

We work to ensure:

- consumers have a variety of suppliers and products to choose from within a highly innovative and competitive retail sector
- the electricity markets efficiently meet the country's future electricity needs – the incentives to invest in generation and manage electricity consumption reliably deal with dry spells and other supply shortages
- prices for electricity are consistent with workable competition at all locations and all times
- our engagement and communication with all stakeholders is clear and consistent, enabling greater understanding of the electricity markets and their development.
- the electricity markets have a high level of credibility - both nationally and internationally - giving stakeholders confidence
- market arrangements support innovation and investment

More information can be found on our website [www.ea.govt.nz](http://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 Market Design Group is responsible for Code development and market facilitation for electricity markets across the supply chain. This includes promoting to consumers the benefits of comparing and switching retailers.

## Purpose of this position

The purpose of this position is to:

- To plan, facilitate and deliver projects to promote competition in, reliable supply by, and efficient operation of the electricity industry for the long-term benefit of consumers, focusing on:
  - operation of transmission, distribution and retail markets
  - interactions between distributors, retailers and consumers
  - transmission and distribution pricing arrangements.

## Working relationships

Reports to	Manager Retail and Network Markets
Direct reports	Nil
Internal relationships	<ul style="list-style-type: none"><li>• All internal staff</li></ul>
External relationships	<ul style="list-style-type: none"><li>• Electricity industry participants including consumers</li><li>• Electricity industry service providers</li><li>• Advisory and working groups</li><li>• Ministry of Business, Innovation and Employment (MBIE)</li><li>• Gas Industry Company</li><li>• Utilities Disputes Commission</li><li>• Commerce Commission</li></ul>

## 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.

- Manage projects to develop and recommend policy solutions on electricity retail, distribution and transmission issues. This would typically include:
  - Drafting/review of regulatory economic analysis and cost-benefit assessments in the retail, distribution and transmission markets.

## Key accountabilities and deliverables

- Drafting/review of papers, briefings and presentations covering specific workstream policy issues for the Chief Executive, Board and advisory groups.
- Drafting/review of papers for public consultation and, where required, management of any consultation process
- Collating and considering stakeholder views on policy proposals and making recommendations to the Board/advisory groups.
- Interact with industry stakeholders, including consumers, in person, forums, in writing and by telephone.
- Manage external consultants and contractors engaged to carry out workstream projects.
- Support the operation of the team by completing business-as-usual and project administration, including supporting advisory groups.
- Maintain awareness of developments in international policy in relation to improving retail competition and promoting reliable supply and efficient operation of the electricity industry for the long-term benefit of customers.
- Support the Authority's equal employment goal to provide a work environment that is free of discriminatory practices and enables employees to reach their full potential.
- 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 EA.
- Participates as an active team member and contributes knowledge and expertise need to achieve EA outcomes.
- Develops effective working relationships with EA 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 tertiary qualification in a relevant discipline such as engineering, law, economics or business management.
- A proven track record of producing high-quality written work, underpinned by rigorous analysis.
- Previous work experience in regulatory and policy development within the electricity sector or the wider utility sector would be beneficial.
- An understanding of public policy processes would be an advantage.
- Thinks analytically and critically while mitigating analytical and decision making biases.
- Displays curiosity, flexibility and openness in intergrating 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.

## Personal specifications

To be successful in this role you will have:

- Good economic regulatory skills with a demonstrated ability to assess policy/regulatory issues and if required develop a regulatory solution.

## Personal specifications

- Excellent skills in preparation and presentation, both orally and in writing, of advice on complex issues.
- Good relationship management skills, with the ability to manage conflicting viewpoints.
- Previous experience working with interest groups and managing consultation processes across a diverse range of stakeholders, including the ability to communicate effectively with, solicit input from, and relate to all affected groups.
- Ability to self-manage and be highly organised and quality-attentive, ensuring all details are picked up and dealt with systematically in a timely and prioritised manner.
- The skill to use analytical modelling and techniques to identify causal connections and underlying issues.
- The ability to explain complexity in terms that are easy for others to understand
- Has confidence to make decisions even when the answer may be unclear
- The experience to address upcoming issues before they develop into problems.
- The ability to use knowledge and skills to influence desired outcomes
- Ability to interpret legal requirements and regulatory instruments.

### ***Health and Safety***

We are committed to providing a healthy and safe work environment for all staff.

Staff are expected to share this commitment and take all practicable steps to ensure both their own safety and the safety of others while at work and ensure all work is carried out in a safe and responsible manner that does not compromise the health and safety either of themselves or of others in the workplace.

Staff must comply with all policies, procedures and directives issued by the Electricity Authority on Health and Safety matters. Greater detail is contained in our Health and Safety Policy available on the Electricity Authority intranet.

### ***Staff Development***

We support staff to take responsibility for their own personal development, and to continually seek to develop their own professional expertise.

Staff-members are encouraged to discuss opportunities for development with their manager within the context of their regular catch-up meetings. We support the development of each other and work together to achieve our goals.

### ***Organisational Commitment***

We expect staff to demonstrate a commitment to our vision, values and mission through their own actions and communications with others.

### ***Information Management***

The Electricity Authority complies with all the requirements of the Official Information Act 1982.

Staff are expected to create, capture and store full and accurate records of their activity within the business in line with our information management policies and practice.

Staff are also expected to comply fully with the Information Security Policy available on the Electricity Authority intranet.

### ***Privacy and Security***

We comply with all the requirements of the Privacy Act 1993. Staff-members are expected to comply with the principles contained in that Act.

Detail is available in our Privacy Policy on the Electricity Authority intranet and, whenever necessary if doubt exists, staff must consult the Privacy Officer.