

The Role

Location:	Wellington	Reports to:	Board of Directors through the Board Chair
Grade:	25	Employment:	5 Year Fixed-Term

EECA's Purpose and Behaviours

Our Purpose

The Energy Efficiency and Conservation Authority (EECA) is the New Zealand Government's expert delivery agency on how energy is used and how it's use can be improved. Established through the Energy Efficiency and Conservation Act 2000, EECA's purpose is: **to encourage, promote and support energy efficiency, energy conservation, and the use of renewable sources of energy.**

Energy efficiency and conservation are ways to reduce unnecessary energy use and make better use of the energy we have. Energy efficiency means using less energy to perform the same task through more efficient technologies or processes.

EECA's key strategic objectives are:

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

The levers EECA uses to achieve these are:

- Regulation of products, processes and systems
- Information and coordination
- Targeted investment and support

As an operational government agency, we deliver programmes that help achieve our legislative function, support the energy priorities of the government, and create value for government investment. We also act as the regulator for energy efficiency in New Zealand and an authority on energy use. Our name in te reo Māori is Te Tari Tiaki Pūngao, which translates to the office that guards energy. This name reflects our responsibility to promote efficient and clean energy use that supports the prosperity and wellbeing of current and future generations.

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

Our Behaviours

EECA has identified four 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



Role Purpose

EECA is a small, strategically focused and agile organisation, committed to maximising its impact in areas of greatest need and opportunity. Through the translation of government mandates and policy into practical programmes and interventions, EECA continues to design and deliver innovative initiatives that influence behaviour, accelerate change, and contribute to the achievement of New Zealand's economic, environmental, and societal objectives.

The Chief Executive is responsible for the management and delivery of EECA's programmes and its role as the Authority on matters relating to energy efficiency, conservation and renewable energy. At its core, the role requires that public resources are used efficiently, effectively, and economically to achieve the organisation's legislative purpose and strategic objectives.

The role also involves interaction and relationship management with the Board, Chief Executives, the leadership teams of other core Government Departments and Crown Entities as well as relevant Government Ministers. This also includes interaction and relationship management with senior executives of industry bodies and some of New Zealand's significant industrial entities.

The Board and the Chief Executive play critical roles in the success of the organisation and the achievement of its strategic objectives. The Chief Executive is responsible for ensuring that EECA delivers on its performance outcomes and targets and fulfils its statutory purpose and desired outcomes. This includes ensuring alignment with and delivery against the commitments set out in EECA's Statement of Intent (SOI) and Annual Statement of Performance Expectations (SPE).

Key Result Areas

The Chief Executive is accountable for:

1. Working with the Board to develop the strategy and strategic documents for the organisation:

- Work with the Board to:
 - ensure that the strategy effectively sets the roadmap for delivery of EECA's objectives, considering the enduring letter of expectations, the Minister's Annual Letter of Expectations, the NZ Energy Strategy, the NZ Energy and Conservation Strategy, and other government appropriate strategies and policies.
 - ensure that strategic advice provided to the Board is evidence based, outcome focused, relevant, timely and supported by robust analysis, risk assessment, and performance measures.
 - ensure that strategic priorities are translated into measurable operational plans, performance indicators, and accountability frameworks.
 - frame and produce the SOI and SPE.
- Lead EECA to achieve the SOI and SPE deliverables.
- Provide regular reports on progress of both strategy and plans to the Board.
- Build and maintain knowledge of new developments/thinking in clean and clever energy use in New Zealand and overseas.
- Ensure an effective working relationship is maintained with the Ministry of Business Innovation and Employment (MBIE), which is EECA's policy and monitoring agency.



2. Developing and maintaining a strong organisational profile that enables effective engagement, influence, and leadership in driving systemic change across New Zealand's energy sector.

- Providing strategic oversight of stakeholder engagement and communications to ensure the public, communities, strategic partners, and key stakeholders are well informed about organisational priorities, initiatives, and outcomes.
- Ensuring effective engagement and communication frameworks are in place, with coordinated activities that deliver consistent, timely, and cohesive messaging.
- Building and maintaining strong relationships with strategic partners, key stakeholders, government agencies, and energy sector organisations, ensuring the leadership team is accessible, informed, and responsive to stakeholder needs and perspectives.
- Fostering proactive, collaborative, and partnership-based relationships with government agencies and strategic partners to advance shared objectives.
- Maintaining a trusted, constructive and effective relationship with the responsible Minister, the Minister's Office, relevant Ministers, MBIE, Treasury, and central government agencies while preserving EECA's operational and statutory responsibilities.
- Championing a cross-government approach to achieving national outcomes, leveraging organisational expertise and insights to inform and influence policy development and implementation.
- Ensuring organisational planning, programme development, and resource allocation align with Treasury expectations and broader government priorities.

3. Building and sustaining a high performing team:

- Provide strategic leadership to the Leadership Team, fostering a collaborative, high-performing, and accountable culture, enables the successful delivery of EECA's objectives.
- Ensure the organisation has the workforce capability, culture, and systems required to deliver on EECA's strategic priorities. This includes creating an environment where employees are engaged, motivated, developed, and supported to perform at their best.
- Ensure EECA attracts, develops, and retains high-calibre talent, with a strong focus on succession planning, workforce capability, and organisational effectiveness.
- Champion a diverse, equitable, and inclusive workplace culture, ensuring EECA benefits from a broad range of perspectives, experiences, and backgrounds.
- Build and maintain an organisational structure that places the right people in the right roles, enabling effective performance, continuous improvement, and the achievement of desired outcomes.
- Promote and uphold EECA's values and behaviours, ensuring that all employees act in a manner that strengthens the organisation's reputation, credibility, and relationships with stakeholders

4. Ensuring the organisation delivers on its statutory responsibilities, performance objectives, and financial commitments while operating efficiently and demonstrating value for money.

- Ensuring the organisation consistently delivers agreed outputs, achieves financial objectives, and operates in an effective, efficient, and sustainable manner.
- Maintaining robust planning, performance measurement, and reporting systems that support informed decision-making and provide accurate reporting of organisational performance and financial results.
- Promoting the effective use of technology, digital transformation, data analytics, artificial intelligence, and innovation to improve organisational performance and maximise impact.
- Overseeing the ongoing development and optimisation of organisational systems, products, processes, and information management capabilities to support operational effectiveness and continuous improvement.
- Ensuring the long-term financial sustainability of the organisation through prudent financial management and effective resource allocation.
- Exercising oversight of delegated authorities to ensure resources are managed responsibly, appropriately authorised, and aligned with organisational policies, procedures, and strategic priorities.
- Providing strong stewardship of Crown funding and public resources, ensuring funds are managed prudently and deliver demonstrable value for money and positive outcomes for New Zealanders.
- Complying with all business, financial, HR and Health and safety policies and procedures and ensure they are well known and followed within the organisation.



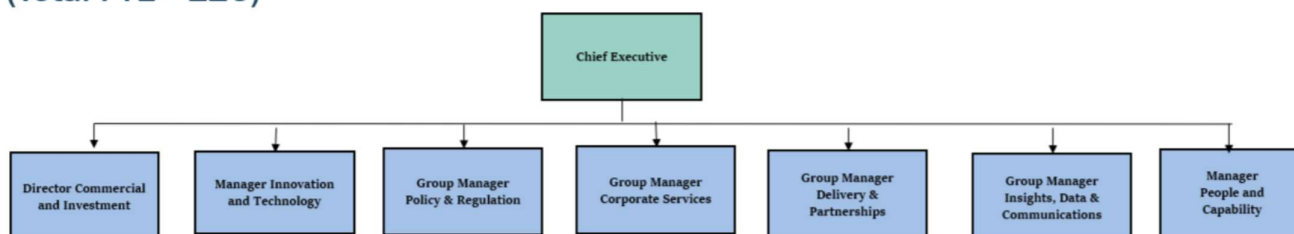
Relationships

The Chief Executive has close working relationships with the Chair, the Board members, and the Leadership Team. External working relationships are based on EECA's growing role in the government system to bring cross-agency activity together. The key external relationships include:

- Minister for Energy
- MBIE
- Public Service Commission
- Treasury (and where relevant other Government Departments)
- Electricity Authority
- Commerce Commission
- Gas Industry Company Ltd
- Industry Associations / bodies / entities
- Sector organisations/companies associated with energy and related markets.

Where your position fits

CE Office (Total FTE= 126)



Person Specification

We are seeking an exceptional leader to guide the organisation through a complex, evolving operating environment, delivering meaningful outcomes for New Zealand. The successful candidate will be an experienced change leader with a strong commitment to energy efficiency, renewable energy, and the role of innovation and technology in accelerating impact. They will demonstrate resilience, strategic curiosity, analytical rigour, and the ability to quickly establish credibility and trusted relationships with the Board and across the sector.

Qualifications, Experience and Skills

- Relevant tertiary qualification, preferably in business, economics, engineering or a related discipline.
- Experience leading through ambiguity, political sensitivity, and complex stakeholder environments.
- Proven track record of managing significant budgets, public resources, and complex organisational risk environments.
- Significant senior leadership experience across both the public and private sectors, including reporting to and working with boards.
- Demonstrated capability to engage effectively with a diverse range of stakeholders
- Ability to rapidly develop sector knowledge, establish networks, and build credibility in a highly dynamic new operating environment.
- Highly developed influencing, negotiation, and relationship management skills.
- Strategic thinker with the ability to translate vision and long-term priorities into clear, measurable objectives and outcomes.
- Resilient and results-oriented, with the ability to maintain focus, momentum, and effectiveness in a dynamic environment.



EECA's Working Environment

EECA is an equal employment opportunity employer and provides a work environment that is free from discriminatory practices, encouraging 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

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: [About the Public Service Commission - Te Kawa Mataaho Public Service Commission](#)

