

## POSITION DESCRIPTION

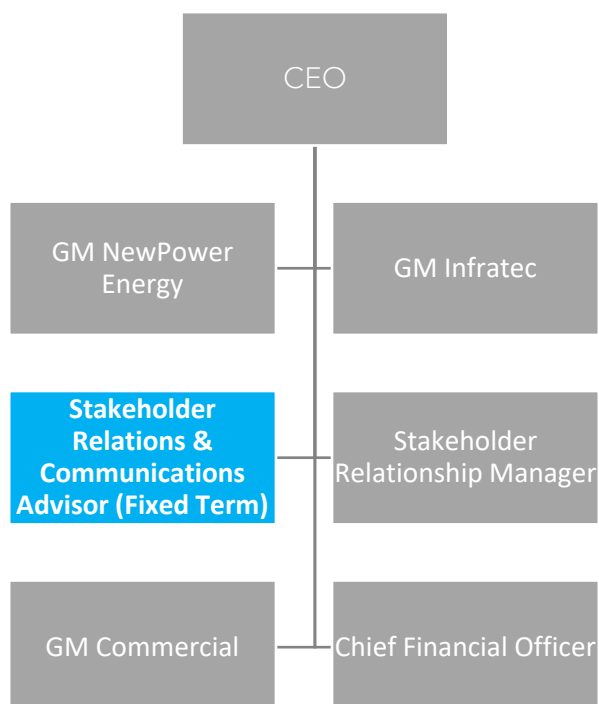
Position title:	Stakeholder Relations and Communications Advisor (fixed term)		
Reports to:	Chief Executive Officer		
Group:	NewPower Energy Services Ltd. (NESL)		
Revision (m/y):	4/2024	Date:	6 June 2024

### PURPOSE

This Stakeholder Relations and Communications Advisor role is responsible for:

- Building and maintaining positive relationships with key stakeholders, especially mana whenua groups, and driving sustainability and social impact initiatives.
- Overseeing Communications functions for NESL, including developing strategies and plans, content for websites, social media, press releases, speeches, speaking notes, media articles and other communications materials as required.

### REPORTING STRUCTURE



**RESOURCE ACCOUNTABILITIES**

Staff Numbers	TBC
Operating Budget	TBC
Capital Budget	TBC
Expense Authority	As delegated

## PERFORMANCE OUTPUTS

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
NESL Values	<p>At all aspects of work, seeks to uphold, deliver on, and improves on the Companies values;</p> <ul style="list-style-type: none"> <li>• <i>Tenacity</i></li> <li>• <i>Innovation</i></li> <li>• <i>In It Together</i></li> <li>• <i>Passion</i></li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate NESL's core Values</li> </ul>
NESL Stakeholder Relationship Development	<ul style="list-style-type: none"> <li>• Support communication and coordination with key stakeholders, especially mana whenua groups, to enable positive and constructive long-term relationships;</li> <li>• Provide advice and support to NESL staff and leadership in how to build and maintain positive relationships with stakeholders, especially with mana whenua groups such as iwi, hapū and marae;</li> <li>• Support stakeholder engagement during development of new generation projects, including primarily mana whenua but also potentially councils, affected parties and others;</li> <li>• Attend and help to organise events such as meetings with mana whenua groups, site blessings, opening and launching ceremonies;</li> <li>• Monitor stakeholder relationships, identify any emerging risks or issues and work with development and project teams to address them constructively;</li> </ul>	<ul style="list-style-type: none"> <li>• Key stakeholders, especially mana whenua groups, view NESL/Infratec as a valuable and trusted partner;</li> <li>• NESL/Infratec staff and leadership have the knowledge and skills necessary to build and maintain positive relationships with stakeholders;</li> <li>• Stakeholder engagement work is appropriately resourced.</li> </ul>

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
	<ul style="list-style-type: none"> <li>• Coordinate subcontractors or internal resources to support stakeholder engagement work as needed.</li> </ul>	
Sustainability and Social Impact	<ul style="list-style-type: none"> <li>• Support NESL's sustainability and social impact programme to ensure initiatives are relevant and effective, including preparing and monitoring budgets and coordinating the working group;</li> <li>• Work with staff from throughout NESL/Infratec/NP to identify and drive initiatives or areas of work that increase the positive social and environmental impacts of projects and operations in line with NESL's values;</li> <li>• Help to identify key areas of risk or negative impacts and develop and implement plans to address these;</li> <li>• Work with the Sustainability and Social Impact Assistant to progress initiatives and workstreams under the SSI programme;</li> <li>• Oversee Infratec's Scholarship for Women, Māori and Pasifika Students in Renewable Energy Engineering at Victoria University of Wellington, including reviewing shortlisted candidates and approving selection, arranging a meet-and-greet with selected students each year, and coordinating the internship of awardees at the end of their 2nd or 3rd year of study;</li> <li>• Lead emissions tracking and reporting to ensure NESL meets its obligations under WEL's Toitū CarbonReduce certification, and support Toitū audit process if required;</li> <li>• Ensure sustainability and social impact work is communicated effectively;</li> </ul>	<ul style="list-style-type: none"> <li>• NESL has systems in place to reduce environmental impacts and increase positive social and environmental impacts of projects and operations;</li> <li>• NESL is recognised as a company that takes leadership in sustainability and social impact.</li> </ul>

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
	<ul style="list-style-type: none"> <li>Support the development, implementation and monitoring of NESL's Sustainability Strategy.</li> </ul>	
Communications	<ul style="list-style-type: none"> <li>Develop communications strategies for NESL, Infratec and NewPower and oversee their implementation;</li> <li>Produce content for websites, social media, press releases, speeches, speaking notes, media articles and other communications materials as required;</li> <li>Develop and implement communications plans for key projects and events;</li> <li>Work with suppliers to produce communications collateral including visual designs as required;</li> <li>Provide advice to NESL, Infratec and NewPower staff and leadership regarding communications and branding.</li> </ul>	<ul style="list-style-type: none"> <li>NESL, NewPower and Infratec have communication strategies in place that align with their brand and values;</li> <li>Communications materials are of high quality and produced in a timely manner.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>Be an active participant in Company Health and Safety and wellness practices</li> <li>Report all accidents, incidents and near-misses and assist in any accident or incident investigations</li> <li>Contribute to the Health and Safety culture within the organisation</li> <li>Identify record and manage all known significant hazards</li> <li>Assist to protect staff, contractors and the general public from any known hazards within the immediate working environment</li> </ul>	<ul style="list-style-type: none"> <li>NESL's health and safety policies and procedures are adhered to at all times</li> </ul>

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
	<ul style="list-style-type: none"> <li>• Promotion of excellent safety management practices</li> <li>• Being a safety leader</li> </ul>	
To participate in projects and provide cross-company support	<ul style="list-style-type: none"> <li>• NESL is a small company and relies upon individuals to provide their skills outside of their BAU to:               <ul style="list-style-type: none"> <li>○ Collaborate and assist with others across the company</li> <li>○ Undertake special projects for NewPower when required</li> <li>○ Undertake continuous improvement projects as and when required</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Company success measures</li> <li>• Achievement of agreed project measures</li> </ul>
Engagement with others	<ul style="list-style-type: none"> <li>• Engage within the business and with community / external stakeholders in a way that supports NewPower and its goals</li> </ul>	<ul style="list-style-type: none"> <li>• Internal relationships are sound</li> <li>• NewPower's reputation is enhanced in the community</li> </ul>

*Employees are expected to carry out such other duties and responsibilities as may be requested from time to time by their manager which are generally consistent with the objectives of the position.*

## PERSON SPECIFICATION

Qualifications	Essential	<ul style="list-style-type: none"> <li>Level 7 tertiary degree</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>Strong knowledge and understanding of te reo Māori and tikanga Māori</li> </ul>
Experience	Essential	<ul style="list-style-type: none"> <li>Development and implementation of communications strategies and plans</li> <li>Stakeholder engagement including iwi, hapū and marae</li> <li>Communications and self-confidence in public speaking environments</li> <li>Familiar with sustainability frameworks</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>Experience with a company working in the Energy market</li> <li>Technical knowledge in solar and energy storage</li> </ul>

## ROLE SPECIFIC COMPETENCIES

Integrity	<ul style="list-style-type: none"> <li>Demonstrates consistently high integrity, professionalism and business ethics</li> </ul>
Critical Thinker	<ul style="list-style-type: none"> <li>Ability to gather a wide range of information, comprehend and provide insight.</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>Analyses issues and breaks them down into their component parts. Makes systematic and rational judgment based on relevant information.</li> </ul>
Cultural Competency	<ul style="list-style-type: none"> <li>Understands Te Tiriti o Waitangi and its application in a business environment, and has knowledge of te reo Māori me ōna tikanga</li> </ul>
Communication	<ul style="list-style-type: none"> <li>Speaks clearly, fluently and in a compelling manner to both individuals and groups. Writes in a clear and concise manner, using appropriate grammar, style and language for the reader.</li> </ul>

Achievement focused	<ul style="list-style-type: none"> <li>• Demonstrates a readiness to make decisions, is resilient and proactive when facing difficult issues, and takes initiative and originate action.</li> </ul>
Decision making and critical thinking	<ul style="list-style-type: none"> <li>• Possesses well developed judgement that enables the effective evaluation of issues and decisions to be made, even with the absence of full information</li> </ul>
Influencing and negotiating	<ul style="list-style-type: none"> <li>• Reads situations, articulates points of view, builds trust, and develops relationships that enable positive influencing of people at all levels.</li> </ul>
Commercial Awareness	<ul style="list-style-type: none"> <li>• Understands and applies commercial and financial principles. Views issues in terms of revenue, costs, profits, markets and added value</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>• Successfully adapts to changing demands and conditions</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Works co-operatively as part of the team. Actively seeks out and listens to the views and ideas of others</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships.</li> </ul>
Business Acumen	<ul style="list-style-type: none"> <li>• Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, and information affecting his/her business and organisation; knows the competition; is aware of how strategies and tactics work in the marketplace</li> </ul>
Negotiating	<ul style="list-style-type: none"> <li>• Negotiates skilfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing</li> </ul>