



<b>Job Title:</b>	Policy and Stakeholder Manager	<b>Job Category:</b>	Permanent
<b>Company:</b>	Petroleum Exploration and Production Association of New Zealand	<b>Travel Required:</b>	Minimal
<b>Location:</b>	Wellington	<b>Position Type:</b>	Permanent, full time.
<b>Reports to:</b>	Chief Executive Officer	<b>Start Date:</b>	15 March 2012
<b>Enquiries to:</b>	David Robinson, CEO, <a href="mailto:david.robinson@pepanz.com">david.robinson@pepanz.com</a> 04 472 1994		
<b>Applications close:</b>	20February2012		
<b>Applications Accepted By:</b>			
<b>E-mail:</b> <a href="mailto:David.robinson@pepanz.com">David.robinson@pepanz.com</a>		<b>Mail:</b> Executive Officer PEPANZ PO Box 5227 Wellington	
<b>Job Description</b>			
<p><b>Background:</b></p> <p>PEPANZ is an incorporated society, operating as a trade association, which promotes the interests of petroleum producers and explorers in New Zealand. The need for an industry organisation that is sufficiently resourced and structured to serve the fourth largest sector in New Zealand has never been greater.</p> <p>New Zealand is currently experiencing a significant renewed enthusiasm for the Oil and Gas industry at a government level and this has resulted in an increase in the number of new explorers and producers operating in New Zealand. Along with this renewed interest is a surge in environmental interest in response to recent high profile events such as the Macondo incident in the Gulf of Mexico; grounding of the MV Rena; the Maui pipeline leak and concerns being raised overseas over potential effects on the environment caused by hydraulic fracturing. Some environmental groups are calling for bans on deep-water drilling and onshore hydraulic fracturing.</p> <p>As a result this has led to a scaling up of the Association.</p> <p>As Government seeks to balance economic development and environmental protection, new policy, legislation and regulations have been proposed to regulate the industry. This includes:</p> <ul style="list-style-type: none"> <li>• Proposed new EEZ legislation</li> <li>• Creation of a new Environmental Protection Authority</li> <li>• New Department of Labour regulations in respect to offshore drilling operations</li> <li>• The proposal to re-write the Crown Minerals Act and Petroleum Minerals Program 2005</li> </ul> <p>A revitalised PEPANZ is intended to create:</p> <ul style="list-style-type: none"> <li>• A more proactive public and media profile</li> <li>• More engagement with the general public and regional communities</li> <li>• Regular contact with all the relevant government agencies</li> <li>• Stronger and regular representation at a political level</li> <li>• Sophisticated servicing of the industry</li> </ul>			

- An enhanced ability to respond to members needs

This is an exciting moment in the history of the Oil and Gas industry in New Zealand and PEPANZ will have clout equal to the industries role in the country, and to the commercial and social objectives of members.

#### **Role Purpose:**

Responsible for leading the development and delivery of coherent, integrated and strategically focused policy advice affecting all aspects of the petroleum exploration and production industry.

Responsible for ensuring that PEPANZ has a proactive and considered stakeholder management plan that enables the organisation to function effectively.

Balance day-to-day operational challenges with medium and longer-term strategic considerations in order to enable the Association to reach its goals.

#### **Responsibilities:**

PEPANZ is a small dynamic team so responsibilities are broad and include (but are not limited to):

- Manage, develop and enhance the PEPANZ stakeholder plan whilst monitoring the effectiveness of stakeholder relationships and listening to stakeholder views
- Advise members of the key developments within the Government and stakeholder community and both identify members views and assist in the shaping and formation of members views
- Identify future policy pressures and opportunities over a 5 to 10 year time horizon by seeing issues in the wider context of the industry. Initiate strategic discussions to ensure that the industry is on the cutting leadership edge
- Identify limitations in policy assumptions and proposals to add fresh insight to the Associations thinking on long-standing issues
- Provide/seek legal advice where required to ensure that the association and members activities are conducted to the highest ethical standards
- Track policy and legislative initiatives with a macro-outlook, identify the inter-connections from one issue to another and apply a wide range of advanced analytical methods to reviewing policy and initiatives
- Lead the policy and tax committees
- Get up to speed quickly on policy issues that are unfamiliar and complex and develop new policy directions on issues seeing the inter-connections from one issue to another. Lead the more complex and ambiguous projects, and propose practical, new solutions capable of being implemented
- Build the trust and confidence of Members, industry leaders, and staff within Government agencies
- Take the lead in ensuring the Association has robust policy frameworks, quality assurance processes and professional practice models
- With the Chief Executive, represent the Association with Ministers and other stakeholders on complex issues
- Builds the Association's reputation as the industry's principal policy advisor, and represents the Association with other agencies and stakeholders.
- Enhancing own leadership capability by participating in ongoing development.

#### **Key Results Areas**

- Review the national energy strategy
- Maintain the Associations relationship with NZPM (New Zealand Petroleum Minerals)
- Lead the Associations initiatives in relation to:
  - Crown Minerals Act review
  - Petroleum Minerals Program
  - Policy and regulations governing blocks offers
  - Changes to petroleum reserves reporting regulations
  - Department of Labour changes to drilling regulations
  - Tax and Royalty reviews

- Gas Pipeline Standards
- Proactively develop policy and response to the Associations position in relation to Climate Change
- Lead the development of science funding with Science New Zealand
- Develop membership eligibility criteria for PEPANZ

#### **Health & Safety**

- PEPANZ is committed to providing a safe and healthy environment for all its employees and contractors. Every manager is responsible for ensuring that PEPANZ health and safety policy requirements are applied in their area of responsibility and in particular for any work that may cause harm. No work may be undertaken unless a manager has taken all practicable steps to ensure that:
  - The person doing the work has the knowledge or experience to ensure that the job is performed safely OR
  - The worker is supervised by a competent person OR
  - The worker receives adequate training and experience prior to undertaking the work.
  - Responsibility to ensure hazards are identified and managed.
  - Actively support and participate in staff rehabilitation programs.
  - Work in a safe manner.
  - Not place themselves or others at risk.
  - Timely and accurate reporting of all accidents and hazards.
  - Ask when in doubt.

#### **Working relationships**

The person in this role will build and maintain trusted day-to-day working relationships with:

- The Chief Executive and the PEPANZ team
- A wide range of stakeholders across industry
- Officials in MPs and ministers' offices, including government departments
- Interest groups and local communities
- Members of the public

#### **Personal Attributes**

- Strong interpersonal skills
- Resilience
- Humour
- Unflappable under pressure
- Team player and collaborator
- Ability to think on their feet
- Ability to manage difficult people with constructive outcomes
- Ability to earn the respect of, and when appropriate influence the decisions of, the Chief Executive
- Energetic
- Focused

#### **Competencies:**

##### Accountable

- Prepared to step up and take responsibility for work regardless of circumstances.
- Accepts responsibility for their actions as a leader in the organisation. Delegates well, holding themselves

and others accountable for results. Acknowledges and celebrates individual, team and company achievements.

#### Decision Making

- Prepared to state opinions and make decisions even if unpopular/contentious.
- Recognises when a decision needs to be made, understands the problem, seeks pertinent data, produces solutions, analyses advantages and disadvantages and chooses a logical course of action based on available information and reasonable assumptions.

#### Managing People

- Can motivate many kinds of team members by understanding what motivates them.
- Empowers others by pushing tasks and decisions down in the organisation. Invites input from others and shares ownership and visibility. Is someone that people like working with.

#### Organisational Awareness

- Understanding the organisation as an integrated whole; having and using knowledge of processes and culture to identify potential development opportunities; considering the implications of decisions on other components of the organisation and external stakeholders. Integrate initiatives with a coherent strategy.

#### Strategic Perspective

- Consider rapidly changing environmental trends, develop strategies and plans that place the organisation in a strong future position. Applying a broad, long term, global perspective of situations and events. Maintaining a high-level understanding of industry players and competitive forces.

#### Verbal and Written Communications

- Expresses ideas orally with clarity, appropriate grammar, pace and non-verbal gestures; listens effectively. Able to communicate complex concepts and situations in writing, matching language and tone to target audience: able to write investigative reports and written presentations adapting language to different audiences.

#### Relationship Management

- Identifies and establishes key relationships. Facilitates win-win solutions in a timely and fair manner. Regularly monitors the effectiveness of existing relationships, providing feedback and making suggestions for improvement. Manages contractual arrangements including the management of expectations.

#### Qualifications and Education Requirements

- A postgraduate qualification in social science, economics, public policy or related discipline
- At least 8-10 years' experience in a senior stakeholder/policy development and delivery role
- References that will attest to an overarching positive impact on the team environment

#### Job knowledge, skills and experience:

- Mastery of public policy processes including stakeholder consultation processes
- Substantial experience over an extended period of time working on multiple policy issues across sectors or portfolios
- A strategic outlook with the intellectual capability to analyse large, complex policy issues to deliver new and fresh insights to them

- A well-established network of contacts with key stakeholders and opinion leaders
- Substantial experience delivering high quality policy advice
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- Strong understanding of New Zealand issues and policies that have a bearing on the petroleum exploration and production industry
- Proven experience providing intellectual and professional leadership to others with a track record of trust and respect from their peers and more senior practitioners
- Sound judgement, integrity and discretion, particularly around strategic risk management
- Credible, respected relationships with diverse stakeholders, including Association Members, Government, interest groups, iwi, media the public and opinion leaders
- A working understanding of current government policy and community views on the Treaty of Waitangi and the implications for policy development and delivery
- Be flexible and able to pick up new skills
- Understanding of the process of government, including an understanding of influencing the development of policy and regulation
- Enthusiasm and commitment to the development of a world class New Zealand organisation

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	