



Position Description

Assistant Adviser, Credit Engagement, Credit

Reports to

Engagement and Operations Manager, Credit

Purpose of Role

Contribute to the work of the Engagement and Operations team, to develop relationships with key stakeholders and deliver outreach initiatives.

Commission Vision

Our vision is that New Zealanders are better off because markets work well and consumers and businesses are confident market participants.

Commission Values

The Commerce Commission is committed to acting with **integrity** and being fair, honest and impartial. We set high standards of **excellence** and exercise **good judgement** by understanding the environment we operate in and the impact of our actions. We are **accountable** to the people of New Zealand for our work and spending. We **respect** each other and value peoples' diversity and opinions.

Key Result Areas (KRAs)

- Develop and deliver outreach initiatives
- Develop relationships with relevant stakeholders
- Provide research to support the credit outreach programme and credit strategy and on-going work

Competencies (Behaviours)

• Applying expertise and knowledge	• Persuading and influencing
• Planning, organising and delivering (results)	• Working with people
• Analysing and researching	• Learning and developing
• Writing and reporting	• Mentoring and leading
• Presenting and communicating (verbally)	• Formulating strategies and concepts

Key Result Areas

1: Develop and deliver outreach initiatives

- Support the Senior Adviser, Credit Engagement to engage effectively with agencies and stakeholders
- Contribute to the teams work program by delivering or helping to deliver outreach projects or initiatives
- Identify areas of focus or importance and keep Senior Adviser, Credit Engagement informed
- Maintain a database of stakeholder engagement.

Outcome:

- The Assistant Adviser, Credit Engagement is valued for their ability to deliver their work and support the team

2: Develop relationships with relevant stakeholders

- Work closely with other team members to ensure information sharing
- Provide support with existing relationships
- Develop relationships with appropriate industry and community groups

Outcome:

- The Assistant Adviser, Credit Engagement is trusted by internal and external stakeholders

3: Provide research to support the credit outreach programme and credit strategy and ongoing work

- Maintain a broad awareness of markets and industries
- Research trends in industries, markets or economies

Outcome:

- The Assistant Adviser, Credit Engagement provides useful information to inform strategy decisions

Note: These responsibilities are not exhaustive. From time to time it may be necessary to change the position requirements in response to the changing nature of our work environment, including technological requirements or statutory changes. Such change may be initiated as necessary by your manager or general manager and will be discussed with you.

Person Specification

Qualification

Undergraduate degree in an analytical discipline (or relevant experience)

Ability	Level
• Conceptual thinking and problem solving ability	Basic
• Numerical ability	Basic
• Research and analytical ability	Basic
• Verbal and written	Basic
• Understand and apply legislation	Basic
• Influence through relationship building and management	Basic
• Fluent in at least two written and verbal languages	Basic

Experience	Level
• Presenting information and advice	Basic
• Relationship management	Basic
• Managing and leading projects	Basic
• Working in a project management framework or project team	Basic
• Consumer protection regulation	Basic

Knowledge	Level
• Relevant legislation/legal frameworks enforced by the Commission	Basic
• Relevant stakeholders and their relationship to the Commission's functions	Basic
• Commission internal and external guidelines, decision making processes and policies	Basic
• Commission role and functions	Basic
• Industry trends and development in relevant area in New Zealand or internationally	Basic

Definitions

Basic

The job requires adeptness in a skill and experience in a variety of tasks. The skill may be related to specific activities that take time to acquire, extending beyond short term. (Typically 1-2 years related experience.)

Sound

The job requires highly relevant experience in a specific area of work, often involving specialised training in order to achieve competence. This is not short-term experience, but significant, longer-term experience, predominantly focused on acquiring specialist knowledge. (Typically 2-3 years related experience.)

Expert

The job requires experience of a broad nature, above that of a skilled person. Normally involves an awareness of work activities beyond the immediate job situation and the impact of the job on these activities. (Typically 3-5 years related experience.)

Strategic

The job requires highly relevant knowledge and experience, an understanding of immediate issues and long term effects of actions. This is a subject matter expert who can be focused on an organisation's goals as well as the specific short term issues. (Typically 5-10 years related experience.)