

**Position description:**

# Compliance Manager

**Reporting to:**

Compliance Lead

**Date:**

November 2025

**Location:**

Ōtautahi Christchurch or Te Whanganui-a-tara Wellington

**The role**

This role is responsible for supporting and strengthening Retail's compliance framework, ensuring adherence to legislative, regulatory, and company obligations. It involves partnering with Legal and Compliance teams to identify risks, develop compliance programmes, manage audits, and contribute to regulatory submissions. The position also drives process improvements, supports business changes arising from legal and regulatory updates, and acts as a trusted advisor on Retail compliance matters across the organisation.

**Position accountabilities**

- Partner with Retail and Legal teams to manage compliance issues in line with legislative, regulatory, and company requirements.
- Identify compliance risks and requirements across business activities.
- Support development and delivery of Retail's compliance programme with the Compliance Lead and Legal team.
- Assist with internal compliance reporting and audits as required.
- Contribute to regulatory submissions and ensure related conditions are met.
- Support compliance obligations arising from regulatory or legal changes.
- Help maintain Retail's compliance framework outlining team obligations and risks.
- Lead or contribute to Retail projects that improve processes, reporting, and practices.
- Build strong relationships and act as a trusted advisor on Retail compliance matters.



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## Knowledge, experience and skills

The preferred candidate will have:

- **Compliance Expertise:** Strong understanding of legislative, regulatory, and industry compliance requirements.
- **Risk Management:** Ability to identify, assess, and mitigate compliance risks across business activities.
- **Stakeholder Engagement:** Skilled at collaborating with Legal, Compliance, and business teams, and engaging effectively with external stakeholders (e.g. Regulator/Auditors).
- **Programme Development:** Experience in designing and implementing compliance frameworks and programmes.
- **Reporting & Analysis:** Proficient in preparing compliance reports, audits, and regulatory submissions.
- **Project Delivery:** Proven ability to lead or contribute to process improvement and compliance-related projects.
- **Change Management:** Ability to support compliance obligations during regulatory or legal updates.
- **Communication:** Excellent written and verbal communication skills; able to act as a trusted advisor.
- **Attention to Detail:** High level of accuracy in managing compliance documentation and obligations.
- **Relationship Building:** Ability to develop strong networks and influence across the organisation.
- **Industry Knowledge:** Strong understanding of the NZ electricity and energy market (preferred).
- **Experience:** At least 5 years in a Compliance or Risk position.

