Position description:

Site Support

Reporting to:
Head of Support & Stakeholder Engagement

Date:
Feb 2026

Location:
Various

The role

The Site Support role supports the people who work and live in the communities near our Generation Sites. The purpose of the role is to create value from Meridian's engagement with local communities, schools, iwi, councils, government and environmental bodies, to identify and implement reputation and brand enhancing activities, including our community funds initiatives and sponsorship programmes.

Position accountabilities

Site Support and Administration

- Responsible for providing coordination and planning support for support and stakeholder engagement activities across our Generation sites.
- Meet engagement demands from our communities and landowners (organise site visits, support with public relations and community events
- Provide site support, inductions, location control, phone, site access/system set up.
- Manage site related requests from internal and external stakeholders
- Working closely with the Site Owners to support projects and maintenance administration on site.
- Coordinate uniform (PPE) ordering and annual replacement program.
- Assist and support where required across Generation sites with general administrative work.
- Coordinate celebrations and related events
- Develop and maintain key stakeholder relationships and ensure these are proactively managed.
- Support with activities related to administration and distribution of Meridian's Community Funds, including coordination of funding meetings, meeting records, funding outcomes and payments.

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Candidate profile

Education / qualifications

- Relevant event management/coordination experience

Knowledge, experience and skills

- Recent and relevant experience in a coordination/administration role in a complex environment
- Experienced providing administration support to senior managers
- Highly proficient user of Microsoft Office administration packages
- Adept at the adoption and use of new systems

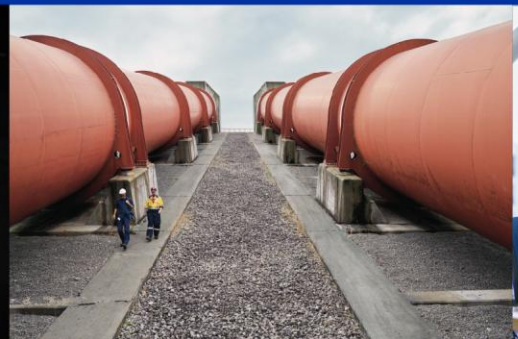
Personal attributes

- Contributes to a positive, productive and professional culture
- Constructive and collaborative working style
- Discrete
- Approachable and friendly
- Attention to detail

Our purpose
Clean energy for a fairer and healthier world.

What we value
Customers, Safety, Sustainability, People.

Our behaviours: 'How to Be'
Be gutsy, Be a good human, Be in the waka.



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