

Position description:

Internal Communications Manager

Reporting to:

Head of Communications

Date:

June 2026

Location:

Wellington

The role

Lead the development and implementation of Meridian's Internal Communications Strategy, operating as part of a high-performing corporate communications team that delivers integrated external and internal communications.

Support the success and development of a remote internal communications advisor.

Our ideal candidate would also be able to shoot and edit video (or be willing to develop these skills), operating as part of a three-strong team within corporate communications collaborating on video and written content for both internal and external channels.

Position accountabilities

- Lead the development and implementation of an annual Internal Communications Strategy, including initiatives to continually improve the mix, use and effectiveness of internal communications channels, and the balance and type of content being produced.
- Ensure this strategy reflects the shape of and progress against Meridian's business strategy, and that it showcases the people that are making this happen – at all levels of the organisation.
- Ensure the use of systems and metrics to monitor, update and report on the progress and success of the Internal Communications Strategy.
- Responsibility for ensuring Executive members, business units, teams and projects have adequate and appropriate internal communications support.
- Lead the design and deliver of a bi-annual internal communications audit to help drive continuous improvement.
- Responsibility for ensuring all staff are aware of how they can contribute to internal communications.



Meridian.

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Position accountabilities continued

- About Us' section of the Meridian website, including uploading press releases, NZX disclosures and investor presentations, and overseeing annual content reviews supported by the wider corporate communications team.
- Lead the delivery of specific external communications projects as required (which, together with web management, may add up to 25% of overall role, with the focus to be agreed between you and the Head of Communications).
- Lead crisis-related internal communications and where required, lead CIMS responses on behalf of the Communications team (PIM function).
- Identify opportunities for external communications arising from internal communications workstreams.

Knowledge, experience and skills

- Proven experience of leading the internal communications function in a large organisations, ideally within the corporate sector.
- Experience in managing, nurturing and developing direct reports.
- Experience in working closely with CEOs and senior executives.
- Exceptional verbal and written communications skills.
- Video and editing skills, or a willingness to develop these.
- Ability to communicate complex issues in a clear and easy to understand way to a varied audience.
- A team player who can collaborate well with others.
- Ability to build deep trusted relationships.
- A strategic thinker and have an ability to come up with creative solutions.
- Appropriate tertiary level qualification, or equivalent experience in corporate, PR or a related field.

Our purpose

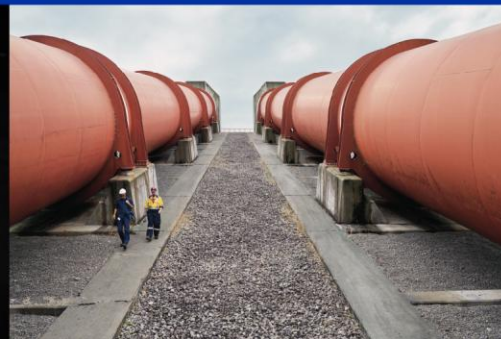
Clean energy for a fairer and healthier world.

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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