

## ENERGY MARKETS DIVISION

<b>Role title:</b> Principal Research Officer	<b>Position number:</b> ERA21967
<b>Status:</b> Permanent	<b>Classification:</b> Level 7
<b>Team area:</b> Market Regulation	<b>Effective date:</b> September 2019

Conditions of employment are in accordance with the *Public Service and Government Officers CSA General Agreement 2017* and the *Public Service Award 1992*

### Reporting Relationships

Number of Positions Supervised Nil

#### Supervisor

Position Number	ERA26003
Position Title	Assistant Director
Classification/Level	Level 8

### Organisational Context

Within the Economic Regulation Authority (ERA), the Energy Markets Division undertakes the ERA's monitoring, reviewing, approval, reporting and compliance roles and responsibilities under the Wholesale Electricity Market (WEM) and Gas Services Information (GSI) Rules and performs other energy market related functions. This includes engaging in energy reform initiatives within Western Australia, and nationally, where appropriate.

Within the Energy Markets Division, the Market Regulations team conducts regular reviews, and reporting to the Minister on the effectiveness of the Wholesale Electricity Market in meeting the market objectives and on the operational effectiveness of the Electricity Generation and Retail Corporation (EGRC) regulations. The team also conducts periodical reviews of market methods, provides annual approval of market parameters, and provides approval of the Australian Energy Market Operator's (Western Australia) funding proposals.

### Position Summary

The Principal Research Officer works alongside the project teams within the Market Regulations team to help ensure the design of the research and analysis for each project is thorough, there are no gaps and that research analysis and outcomes are crafted into themes that represent technical, evidence-based arguments and that the messaging in project deliverables is accurate, cohesive and appropriate for the intended audience.

The position requires the ability to successfully engage in debate and negotiation with very senior internal and external stakeholders, identifying the essence of complex matters quickly and distilling them accurately and clearly in verbal and written form.

The role requires liaison with industry market industry representatives and senior representatives from other government agencies. It also requires the development of a broad range of knowledge and understanding of the energy market sector and the ability to engage in detailed technical discussions with internal and external bodies about matters such as economic theory, quantitative data analysis and interpretation, and complex regulatory, legislative and policy matters.

The position also plays an important role in supporting and contributing to the ERA's energy market stakeholder engagement strategy.

The Principal Research Officer works on multiple projects concurrently.

In addition, the position provides support to other areas of the Energy Markets Division and business as required.

## Position Activities

### **Research, Analysis and Writing**

- Contributing to the design of project research methodology and analysis.
- Working with technical/analytical project teams to craft research and analysis into strong narratives, themes, messages for written and oral communications
- Conduct evidence testing and proofread project updates/outputs as projects evolve to identify evidence gaps and ensure the accuracy, reliability and relevance of project teams' analyses.
- Problem-solve issues arising and to explore, as required, alternative approaches and sources of evidence/analysis.
- Undertaking internal peer review of team research, analysis, working papers and draft reports, identifying key themes and messages for communications.
- Engaging with complex issues and distilling key ideas orally and in written format.
- Presenting and justifying technical, evidence-based arguments and positions in an accessible way, ensuring that feedback and decisions are accurately represented in end products.
- Preparing report outlines/structures.
- Processing feedback on draft reports; re-writing and restructuring reports.
- Prepare final reports (based on drafts prepared by project teams) for publication including quality assurance and formatting, ensuring that the messaging is accurate, cohesive and appropriate for the intended audience.
- .Prepare a range of other high-level written and verbal communications, including drafting and finalising notices, drafting and finalising Governing Body submissions, and preparing speaking notes and presentation materials for meetings, workshops and conferences.
- Reviewing stakeholder submissions received in response to consultation and identifying key themes and messages.

### **Stakeholder Engagement**

- Consulting and liaising with senior industry and government stakeholders on technical, legislative and policy matters related to the energy market.
- Representing the ERA's position and communicating expert advice to the Governing Body and influencing and negotiating outcomes to be represented in reports and other written communications, noting that the audience for the reports can be varied, for example industry, the Minister, and the public.
- Engaging with internal and external technical experts to understand and interpret complex quantitative and other data analysis, ensuring that key messages are captured and communicated accurately and clearly in end products.

## **Governance/Accountabilities**

- Actively promotes and models behaviour demonstrating compliance with public sector legislative requirements and departmental policies, procedures, including exercising given delegations. In this regard particular attention is given to the application of:
  - The guidelines and principles of the Western Australian Public Sector Code of Ethics and the ERA's Code of Conduct within a framework of high ethical standards and behaviour.
  - Appropriate Occupational Safety and Health and Equal Opportunity legislation and plans, policies, standards and practices.

## **Other**

- Engaging in work planning with wider team/division.
- Other duties as required, such as supporting other areas of the Energy Markets Division and wider agency.

## **Position Competencies**

### **Required**

The successful candidate must be able to demonstrate, within the context of the abovementioned duties of this position, the following competencies:

- Exceptional writing, editing and proof-reading skills, including the capacity to engage with and convey complex technical material in plain English reports/communications for varied audiences.
- Experience of working with a technical/analytical team to craft research and analysis into strong narratives, themes, and compelling messages for written and verbal communications.
- Well-developed oral communication, interpersonal and influencing skills, including the capacity to successfully engage with technical experts, boards and executive leadership teams.
- A proven ability to facilitate communication between parties and to act as a conduit between different disciplines in a sensitive and complex strategic environment.
- Demonstrated ability to work effectively across multiple concurrent projects and to meet tight deadlines.
- A tertiary (Bachelor or higher) qualification in a relevant discipline such as journalism, engineering or economics.

### **Desirable**

Understanding of electricity markets and the role of a regulator.

## **Appointment Conditions**

Location:	Perth
Accommodation:	NA
Allowances/Special Conditions:	NA
Specialised Equipment Operated:	NA

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

### Acting Executive Director

Name Sara O'Connor

Signature

Date

### Chief Executive Officer

Name Jenness Gardner

Signature

Date