

## ENERGY MARKETS DIVISION

<b>Role title:</b> Project Officer	<b>Position number:</b> ERA21969
<b>Status:</b> Permanent	<b>Classification:</b> Level 5
<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 WA, and nationally, where appropriate.

Within the Energy Markets Division, the Market Regulations team conducts regular reviews, 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

This position works across teams within the Energy Markets Division to:

- deliver a broad range of project support to facilitate the timely delivery of project outcomes and outputs;
- undertake project activities;
- develop and maintains project documentation;
- report on projects to the teams and senior management;
- provide support and assistance to the Assistant Director in the planning and coordination of the Division's portfolio of work;
- editing and quality assure reports;
- develop external publications and other written and verbal communications; and
- develop submissions to the Governing Body.

## Position Activities

### **Project Role**

- Creating and updating project plans and project status within the overall divisional work program.
- Preparing project management documentation, including project management operational plans and data collection for post project reviews.
- Undertaking regular project status reporting within the division and on behalf of the division.
- Working across the teams within the Energy Markets Division to assist them to meet project and legislative deadlines.
- Assisting senior Divisional management in the planning of section and Divisional workload

### **Editing and Quality Assurance Role**

- Assisting the Principal Research Officer and/or project leads to prepare report structures and undertake initial drafting of analysis/result findings for report chapters.
- Drafting of publication notices for ERA reports and decisions.
- Drafting submissions to the Governing Body.
- Undertaking quality assurance on written communications.
- Developing written and verbal summaries of stakeholder submissions for the Governing Body in response to consultations.

### **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 behaviours; and
  - appropriate Occupational Safety and Health and Equal Opportunity legislation and plans, policies, standards and practices.

### **Other**

- Other duties as required.

## Position Competencies

### **Required**

Well-developed demonstrated skills, knowledge and experience in the following competencies:

- written and verbal communication skills;
- ability to engage with a variety of internal and external stakeholders;
- attention to detail and ability to uphold high standards of quality;
- well-developed project planning, project management and project administration;
- ability to manage own workload, work under pressure and meet internal and legislative deadlines; and
- proactive approach to working with a team to ensure potential risks and problems are anticipated and managed to meet project timelines.

**Desirable**

- Qualifications or equivalent demonstrated prior learning in a project management or related discipline.
- Understanding of electricity markets.

**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