

ENERGY MARKETS DIVISION

Role title: Principal Analyst	Position number: ERA21762
Status: Permanent	Classification: Level 7
Team area: Energy Markets Regulation	Effective date: June 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

The Energy Markets Division undertakes the ERA's roles and responsibilities under the Wholesale Electricity Market (WEM) and Gas Services Information Rules and performs other energy market related functions. In undertaking these roles and responsibilities, the Energy Markets Division:

- monitors the WEM and gathers market intelligence to assist the ERA in meeting its obligations effectively;
- enforces and ensures compliance with market rules by market participants; undertakes investigations when a breach is suspected;
- provides regular reports to the Minister for Energy on the effectiveness of the wholesale electricity market;
- provides annual reports on the Electricity Generation and Retail Company's regulatory scheme;
- reviews and approves various price and cost related aspects of the WEM;
- approves changes to Western Australia's Gas Retail Market Scheme;
- provides support services to the Rule Change Panel for the coordination of rule changes submitted to the Panel;
- engages in energy reform initiatives within Western Australia, and nationally, where appropriate; and
- undertakes periodic in-depth reviews of market methodologies, makes recommendations for improvement and progresses these as market rule changes.

Position Summary

This position:

- provides specialist expertise in the management, undertaking, review and evaluation of complex and sensitive research and analysis;
- manages and conducts complex reviews of legislation, policy and specific issues;
- independently leads, manages, initiates and undertakes, complex, sensitive and/or difficult research projects including:
 - o using, maintaining, developing and enhancing databases and systems to provide relevant information and outputs; and
 - o preparing expert, evidence-based recommendations, determinations, and decisions related to projects;
- leads and drives continuous improvement of market methodologies through rule changes where appropriate;
- provides, and/or coordinates the provision of, complex briefing and position papers;
- plays a key role in driving and influencing strategic discussions and decision making in relation to market rules;
- increases productivity by:
 - o developing automated financial applications to deal with complex data and information; and
 - o coordinating automated information requirements from internal and external sources; and
- has the ability to interrogate complex regulatory and financial information and models, apply relevant analytical frameworks to determine the validity of the information and find relevant solutions.

Position Activities

Strategic Role

- Is a key contributor in the planning, development, implementation and evaluation of strategic activities.
- Under the guidance of the Assistant Director leads the planning, development and implementation of high level change initiatives relevant to the Western Australian energy market.

Management Role

- Supports the Assistant Director by:
 - o providing leadership in activities to ensure the achievement of team outcomes;
 - o leading change; and
 - o providing expert, specialist advice and assistance on issues related to the functions and management of the Division.
- Manages and has responsibility for the delivery of complex projects and business as usual activities requiring high level technical expertise and knowledge.
- Initiates and manages own workload and is a key contributor to setting strategic direction for the Division's work.
- Coaches and mentors other team members.
- Engages, coordinates and manages the activities of external consultants and contractors.

Communication Role

- Communicates:
 - o across a wide range of energy market topics, ideas and information both in written and oral formats;
 - o to obtain information, provide advice and liaise, influence and negotiate on complex and sensitive projects/issues; and
 - o complex technical information on specialist energy market matters to internal and external stakeholders.
- Is the primary internal and external contact for other ERA divisions as well as industry and government stakeholders on complex, sensitive, high value matters relating to the Western Australian energy market.
- Develops internal and external consultation processes to ensure effective coordination, development and evaluation of strategic initiatives, policies and programs.
- Leads and manages public consultation processes as required for industry, Government, representative bodies and other stakeholders.
- Develops and maintains high level and strategic relationships and networks with key stakeholders on behalf of the ERA.
- Leads negotiations with internal and external stakeholders and secures agreement/consensus within the group.
- Represents the ERA at interagency, state and national forums and meetings with senior industry representatives and stakeholders; and on appropriate committees and working parties on complex and strategic issues.

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:
 - o 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
 - o appropriate Occupational Safety and Health and Equal Opportunity legislation and plans, policies, standards and practices.

Other

Other duties as required.

Position Competencies

Comprehensive skills, knowledge and experience in:

- economic theory and applications in the energy sector and strategy development;
- applied research, and problem solving for complex economic/financial/policy/regulatory issues in energy markets;
- developing, undertaking and managing complex quantitative analysis using an extensive range of analytical/statistical software packages;
- the use, development and/or review of complex data bases, economic and financial models to undertake complex projects;
- report writing and verbal communication skills to communicate complex information to diverse stakeholders;
- leading and managing human, financial and other resources within agreed allocations and

- building and enhancing high level, strategic stakeholder relationships and level, negotiating and facilitating strategic discussions.

Tertiary qualifications in a relevant discipline.

Appointment Conditions

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

Certification

Signature

Name Rajat Sarawat

Jenness Gardner

Position Executive Director

Chief Executive Officer

Date