



POSITION DESCRIPTION

Role title:	Assistant Director	Position number:	ERA25018
Status:	Permanent	Classification:	Level 8
Division:	Regulation	Effective date:	February 2026
Team area:	Rail		

Conditions of employment are in accordance with the current *Public Sector CSA General Agreement* and the *Public Service Award 1992*.

Reporting Relationships

Number of Positions Supervised Two

Supervisor

Position number: ERA25009
Position title: Executive Director
Classification/Level: Class 1

Organisational Context

The ERA is the independent economic regulator of electricity, gas, water, and rail in Western Australia.

Our purpose is to benefit all Western Australians by promoting strong economic outcomes through effective regulation and decision making. We strive to make sure current and future consumers pay no more than necessary for safe and reliable utilities.

The Regulation division administers licensing schemes for the electricity, gas and water industries, including monitoring and enforcing compliance with licences and reviewing and approving customer protection instruments. The division reviews and makes decisions on access to regulated monopoly infrastructure in the electricity, gas and rail industries.

We are one of two regulatory divisions at the ERA; the other being Energy Markets

How we work is just as important to us as what we do. Our people have integrity, strive for excellence, and build trust.

Position Summary

This position is responsible for managing the ERA's functions associated with the regulation of third party access to rail networks within the State of Western Australia, as outlined in relevant legislation. In particular, the Assistant Director:

- considers and provides advice to the ERA's senior executives and Governing Body on highly complex regulatory matters including, but not limited to:
 - the assessment of various regulatory instruments and the assessment of access proposals made by access seekers
 - the assessment of determinations of costs made by railway owners as part of maintaining regulated asset bases and in response to proposals;
 - rail price ceilings/floors and pricing policy, investment and business practices in the rail industry, the cost of compliance with laws applying to the industry, and the general regulatory frameworks for the industry.
- monitors the compliance of railway owners against legal requirements;
- provides high level representation (e.g. on relevant committees and at industry forums) and liaises with service providers and other rail industry stakeholders;
- manages and undertakes the preparation of high-level documents, including guidelines, issues papers, draft and final decisions;
- contributes to WA Government decision-making on ports, roads and rail haulage matters and in the development of State Agreements, and liaises with federal regulators and policy-makers on matters relating to competition policy and the certification of WA rail regulations;
- assists with matters relating to the ERA's functions across the Regulation Division; and
- manages staff and resources in support of the above.

Position Activities

In delivering the above key responsibilities, the Assistant Director will perform the following activities.

Strategic Role

- Provides strategic leadership to the planning, development, implementation and evaluation of strategic activities.
- Provides strategic leadership to the development and implementation of change initiatives.
- Leads initiatives related to the development of policy in association with strategic requirements.

Management Role

- Provides professional leadership and supervision to ensure the achievement of team outcomes.
- Initiates and manages own workload and contributes to setting strategic direction.
- Assesses and manages strategic and operational risks.
- Supports change.
- Develops succession plans and develops others' expertise to a high level in support of such plans.
- Leads multiple projects and project teams comprising staff and external consultants.
- Manages the human, financial and physical resources associated with projects, consistent with ERA policies and processes.
- Manages the ERA's interaction with external consultants.
- Monitors the performance of projects against budgets, authorises invoices and accounts for financial performance.
- Provides advice and assistance to the Executive Director on issues related to the management of the Division. Acts on behalf of the Executive Director when required.

Communication Role

- Communicates, over a wide range, ideas and information both in written and oral formats: to provide advice, influence and negotiate on strategic/highly complex/sensitive projects/issues. Adapt communication to the needs of the audience.
- Develops consultation processes to ensure effective coordination, development and evaluation of strategic initiatives, policies and programs.
- Leads public consultation as required with industry, Government, representative bodies and other stakeholders.
- Develops and manages relationships and networks with key stakeholders on behalf of the ERA.
- Represents the ERA at various interagency, state and national forums and to CEOs, Ministers and service suppliers; and on appropriate committees and working parties on complex and strategic issues.

Governance / Accountabilities

- Provides leadership and a behavioural model of professionalism 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.
 - Appropriate Work Health and Safety and Equal Opportunity legislation and plans, policies, standards and practices.

Other

- Other duties as required.

Position Competencies

Tertiary qualifications in a relevant discipline and excellent knowledge and experience in:

- the development of strategy and provision of high-level advice on complex regulatory matters
- strategic project development and management
- applied research and problem solving for highly complex economic/ high risk/ sensitive policy and regulatory issues
- report writing and verbal communication skills to communicate complex information to diverse stakeholders
- leading and managing human, financial and other resources within allocations to achieve agreed outcomes
- building and enhancing stakeholder relationships at a strategic level, negotiating, facilitating and resolving disputes
- coaching/developing the expertise of others to achieve high levels of performance and build organisational capacity
- Desirable - experience in operations of and/or regulation of railways or other transport/logistics enterprises.

Leadership Capabilities and Behaviours

For this role, you will be someone who exhibits behaviours and mindsets within the leadership context of [Leading Leaders](#) in line with Public Sector Commission Leadership Expectations.

Appointment Conditions

Location:	Perth
Accommodation	NA
Allowances / Conditions	Special NA
Specialised Operated	Equipment NA
Systems Used	Oracle, Fusion 5 HRMIS, Microfocus Content Manager, Convene / Diligent meeting software

Certification

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

Executive Director

Chief Executive Officer

Sara O'Connor

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