



## POSITION DESCRIPTION

<b>Role title:</b>	Senior Analyst	<b>Position number:</b>	ERA22419
<b>Status:</b>	Permanent	<b>Classification:</b>	Level 6
<b>Division:</b>	Regulation	<b>Effective date:</b>	March 2026
<b>Team area:</b>	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 Nil

### Supervisor

Position number: ERA25018  
Position title: Assistant Director  
Classification/Level : Level 8

### 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, and the registration scheme for alternative electricity service providers. This includes monitoring and enforcing compliance with licences and registrations, and reviewing and approving licensing customer protection instruments. The division also 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

The Senior Analyst delivers high-level support to management by independently conducting complex research, analysis and database work, and preparing draft determinations and decisions. The role also contributes to broader Regulation division activities and provides regular updates to the Governing Body on rail industry matters.

## Position Activities

### Management role

- Provides professional assistance and critical analysis to management, undertaking, review and evaluation of complex and sensitive research and analysis.
- Independently undertakes and/or initiates a variety of complex and sensitive research and analytical projects including:
  - Using, maintaining, developing and enhancing databases, systems and models to provide relevant information and outputs.
  - Preparing writing and reviewing draft determinations and decisions.
- Provides regular updates to the Governing Body on the rail industry as required.
- Participates in, and assists with, activities to ensure the achievement of team outcomes, including supporting other areas of the Regulation division and business as required.
- Initiates and manages own workload, with only strategic direction and guidance from the Assistant Director.
- Assists with the professional development of other team members and supports change.
- Manages contracts associated with projects to ensure that contract requirements are met.
- Manages consultants working on projects for the ERA.
- Provides advice and assistance to management on administrative matters.

### Communications role

- Communicates over a wide range of ideas and information both in written and oral formats: to obtain information, provide advice and liaise, influence and negotiate on complex and sensitive projects/issues.

- Organises and facilitates public consultation processes as required for regulated industries, government, representative bodies and other stakeholders.
- Develops and maintains relationships and networks with key stakeholders on behalf of the ERA.
- Facilitates workshops and small groups to consult with stakeholders and secures agreement/consensus within the group.
- Represents the ERA on appropriate committees, working parties and at meetings with senior industry representatives and stakeholders.

### **Governance / Accountabilities**

- Complies 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**

### **Essential**

- Tertiary qualifications in a relevant discipline (for example economics, physical sciences, mathematics, engineering, or statistics) with substantial skills, knowledge and experience in:
  - undertaking and managing complex quantitative analysis using analytical/statistical software packages.
  - proven skills with Excel and modelling
  - applied research for complex economic/financial/regulatory/policy issues.
- the ability to identify issues with potential to affect the strategic and operational environment.
- critical analytical skills for reviewing and challenging proposals from service providers and technical consultants.
- managing complex projects with minimal supervision to meet agreed timeframes and outcomes and demonstrating a high level of project management skills.
- communicating complex information, both verbal and written, in a clear and effective manner keeping target audience in mind and to diverse stakeholders.
- building and enhancing stakeholder relationships.

### **Desirable**

- Knowledge of and experience in one or more of the following: regulation and operation of infrastructure systems, or economic principles.
- Knowledge of or experience in economic or mathematical modelling.

### Appointment Conditions

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

### Certification

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

### Executive Director

Sara O'Connor

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