



POSITION DESCRIPTION

Role title:	Manager, Strategy, Project Management and Board Governance	Position number:	ERA22407
Status:	Permanent	Classification:	Level 7
Division:	Office of the CEO	Effective date:	April 2026
Team area:	Strategy, Project Management and Board Governance		

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 Up to three

Supervisor

Position number: ERA22404
Position title: Director, Office of the CEO
Classification/Level : Level 8

Organisational Context

The ERA is the independent 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 Office of the CEO provides legal, project management and communications support to teams throughout the ERA. We also have a strategic function, assisting the CEO to shape organisational culture and promote the ERA to our stakeholders.

Our work supports the ERA's two regulatory divisions, Regulation and Energy Markets, and our Corporate Services division.

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 Manager, Strategy, Project Management and Board Governance leads coordinating strategic planning and reporting, the ERA's project management function and ensuring robust board governance arrangements across the organisation. The position is expected to drive capability uplift and business improvements across these areas.

The position provides high-quality advice to the Director, Office of the CEO and the CEO.

It also provides leadership, direction and development to a small team of up to three staff responsible for implementing the organisation's project management framework and the governance arrangements and executive support for our Board (the Governing Body).

Position Activities

Strategic planning and organisational change

- Supports the Director, Office of the CEO in leading the coordination of whole-of-agency strategic and business planning processes and reporting on progress delivering the strategic plan.
- Supports the Director, Office of the CEO in leading organisation-wide change initiatives and process improvements relating to reporting on strategic plan delivery, project management, and board governance.

Board governance and accountability

- Supports the Director, Office to the CEO and works with the Executive Officer to identify opportunities for continuous improvement of board governance frameworks and processes and oversees implementation.
- Supports the Director, Office to the CEO and works with the Executive Officer to ensure board governance requirements and processes are effectively communicated to and understood by staff across the organisation.
- Supports the Director, Office to the CEO and works with the Executive Officer to coordinate board related governance activities including preparing the CEO's regular reporting to the Governing Body.

Project management leadership and governance

- Leads the project management team in driving use of ERA project management frameworks, tools and reporting, assuring organisation-wide consistency, quality and compliance.
- Regularly reviews project management practices and systems to ensure effectiveness and alignment with business needs and ensures improvement initiatives and digital optimisation opportunities are embedded into the ERA's management of projects.
- Contributes project management expertise to support uplifting the organisation's project management capability.

Team leadership and management

- Leads, mentors and develops direct reports to ensure high-quality project management, board governance and executive support functions.
- Promotes a positive, high-performance team culture aligned with ERA values.
- Ensures direct reports understand priorities, expectations and legislative requirements.

Stakeholder engagement and communication

- Builds strong relationships with internal stakeholders, including the Executive Leadership Team, Assistant Directors and the Corporate Services team.
- Works constructively with the rest of the Office of the CEO, ensuring consistency and alignment with team priorities.
- Oversees preparation of high-quality written materials, including reports, briefings, correspondence and presentations as required.

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; and
 - Appropriate Work Health and Safety and Equal Opportunity legislation and plans, policies, standards and practices.

Other

- Other duties as required.

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.

Position Competencies

Essential

- Demonstrated capability in strategic planning, board governance, and delivering successful project management outcomes.
- Experience in business improvement and change management.
- Strong interpersonal and communication skills, with the ability to engage, negotiate and build effective relationships with senior stakeholders.
- Experience leading, developing and managing people.
- Highly developed written communication skills, including preparation of reports and briefings.

- Strong organisational skills with the ability to work to deadlines and manage competing priorities

Desirable

- Tertiary qualification in a relevant discipline (e.g., public administration, business management, law, economics, project management).
- Experience working in a regulatory or government environment.

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

Certification

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

Director

Analena Gilhome

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