



## POSITION DESCRIPTION

<b>Role title:</b>	Manager Projects	<b>Position number:</b>	ERA22528
<b>Status:</b>	Permanent	<b>Classification:</b>	Level 7
<b>Division:</b>	Regulation	<b>Effective date:</b>	April 2026
<b>Team area:</b>	Electricity Access		

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: ERA27004  
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, including monitoring and enforcing compliance with licences and reviewing and approving 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**

This position provides leadership and specialist expertise in managing complex, sensitive and strategically significant projects. The role undertakes high-level reviews of legislation and policy, develops practical solutions to complex issues, and provides recommendations to support executive decision-making and organisational objectives.

The position manages project resources and financial performance, oversees external consultants, and works with team members to support capability and performance.

## **Position Activities**

### **Strategic Role**

- Provides leadership and specialist expertise in managing, undertaking, reviewing and evaluating projects including those which are complex, sensitive and difficult.
- Manages, undertakes, reviews and evaluates complex, sensitive and/or difficult projects and prepares recommendations, determinations, and decisions.
- Contributes to the planning, development, implementation and evaluation of strategic activities.
- Contributes to the development and implementation of change initiatives.
- Develops relevant policy in association with strategic requirements.

### **Management Role**

- Participates in and assists with activities to ensure the achievement of team outcomes.
- Initiates and manages own workload and contributes to setting strategic direction.
- Supports Change.
- Proactively coaches and mentors other team members.
- Manages and conducts complex reviews of legislation, policy and specific issues.
- Manages the human, financial and physical resources associated with the project consistent with the ERA's Project Management Framework.
- Monitors the performance of projects against budgets, authorises invoices and accounts for financial performance.
- Defines underlying problems within a project, develops options and makes recommendations on appropriate solutions.

- Engages, coordinates and manages the activities of external consultants and contractors.
- Provides advice and assistance to the Assistant Director on issues related to the management of the Division.

### **Communication Role**

- Communicates, over a wide range, ideas and information both in written and oral formats: to obtain information, provide advice and liaise, influence and negotiate on more complex and sensitive projects/issues.
- Provides, and/or coordinates the provision of, briefing and discussion papers.
- Provides an advisory service in areas of expertise.
- Develops consultation processes to ensure effective coordination, development and evaluation of strategic initiatives, policies and programs.
- Manages public consultation processes as required for industry, Government, representative bodies and other stakeholders.
- Develops and maintains relationships and networks with key stakeholders on behalf of the ERA.
- Leads consultation with stakeholders and secures agreement/consensus within the group.
- Represents the ERA and the organisation's interests at various inter agency, State and national forums and to 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:
  - 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/or comprehensive skills, knowledge and experience in:

- Policy formulation and strategy development.
- Developing, undertaking and managing complex/sensitive projects.
- Applied research and problem solving for complex/ 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 agreed allocations.
- Building and enhancing stakeholder relationships at a strategic level. Negotiation and facilitation.

### 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

Sara O'Connor

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