



## POSITION DESCRIPTION

<b>Role title:</b>	Graduate Analyst	<b>Position number:</b>	ERA21116, ERA21972 & ERA21117
<b>Status:</b>	Fixed Term	<b>Classification:</b>	Level 3
<b>Division:</b>	Rotational	<b>Effective date:</b>	May 2026
<b>Team area:</b>	Rotational		

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 0

### Supervisor

Position number: Rotational  
Position title: Assistant Director (Rotational)  
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.

The Energy Markets division carries out the regulatory functions for the market, which include monitoring whether the market is operating effectively, monitoring and enforcing compliance with the WEM Rules, and reviewing and approving market parameters.

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 Graduate Analyst contributes to the work of the ERA's regulatory divisions by undertaking research, analysis and project support activities across a range of economic, policy and regulatory matters.

The role forms part of a structured graduate program involving rotations across our Regulation and Energy Markets divisions designed to build breadth of capability and organisational understanding. Graduates develop practical skills in analysis, stakeholder engagement and policy development while supporting team outcomes.

Working under the guidance of senior staff, the Graduate Analyst assists with less complex tasks and contributes to larger projects.

## **Position Activities**

### **Project and Analytical Support**

- Contributes to research and analysis on economic, regulatory and policy issues using qualitative and quantitative approaches.
- Undertakes data collection, validation and analysis, including the use of analytical tools and software where appropriate.
- Supports the development of models, datasets or analytical frameworks under guidance.
- Assists in identifying issues and contributing to problem solving and recommendations.

### **Project Delivery**

- Contributes to less complex projects and components of larger projects, delivering work within agreed timeframes.
- Supports project coordination and administrative activities, including tracking actions and preparing documentation.
- Takes responsibility for allocated tasks and seeks guidance where required.

### **Policy and Research Support**

- Undertakes desktop research to support regulatory reviews, policy development and decision-making processes.
- Assists in the review of legislation, policies, market frameworks and regulatory issues

### **Communication and Stakeholder Support**

- Assists in preparing written outputs including briefing notes, reports and presentations.
- Communicates clearly with team members and contributes to discussions.
- Supports stakeholder engagement activities, including consultations and meetings.

### **Team Contribution and Development**

- Works collaboratively as part of a team to achieve shared outcomes.
- Demonstrates initiative, accountability and willingness to learn.

### **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.

## **Learning and Development Focus**

Over the course of the program, the Graduate Officer is expected to progressively develop capability in the following areas:

- Building technical capability in areas such as regulatory economics, data analysis, modelling and policy evaluation.
- Develop analytical thinking and problem-solving skills through participation in project work.
- Strengthen the ability to apply analytical tools, frameworks and methodologies to real work scenarios.
- Develop understanding of regulatory frameworks, legislation and market environments relevant to the ERA.
- Enhance professional communication skills, including the ability to convey information clearly and effectively.
- Build confidence in applying judgement, ethical standards and public sector requirements in a work context.
- Identify development needs and actively engages in learning opportunities, including rotations, training and feedback.
- Develop professional stakeholder engagement skills through supported interactions and exposure to consultation processes.

## **Position Competencies**

### **Essential**

A tertiary qualification in a relevant tertiary degree such as but not limited to Economics, finance, accounting, law, legal studies, engineering, mathematics, data science, English, social science or actuarial science **as well as demonstrating:**

- Research, analysis and problem solving
- Project and work management
- Good written and verbal communication skills
- Teamwork and collaboration

- Willingness to learn and seek opportunities for improvement

### **Desirable**

- Exposure to analytical, statistical or data visualisation tools (e.g. Excel, Power BI, Python, R or similar).
- Understanding of, or interest in, economic regulation, public policy or utility markets.
- Basic understanding of project management concepts or tools.

### **Appointment Conditions**

Location:	Perth
Accommodation	NA
Allowances / Special Conditions	NA
Specialised Equipment Operated	NA
Systems Used	Microsoft 365, 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.

**Chief Executive Officer**

Jenness Gardner

28/05/2026