

ENERGY MARKETS DIVISION

Role title: Senior Analyst	Position number: ERA21322
Status: Permanent	Classification: Level 6
Team area: Strategic Projects	Conditions: PSGOGA 2014 Public Service Award 1992
Location: Perth	Effective date: May 2017

Reporting Relationships

Number of Positions Supervised Nil

Supervisor

Position Number: ERA21110
Position Title: Executive Director
Classification/Level: Class 1

Organisational Context

The Energy Markets Division is responsible for ERA's roles and responsibilities under the Wholesale Electricity Market (WEM) and Gas Services Information (GSI) Rules and performing other energy market related functions. In undertaking these roles and responsibilities, the Energy Markets Division:

- undertakes energy market reviews and provides annual reports to the Minister on the effectiveness of the electricity market in WA;
- monitors compliance with the WEM and GSI Rules, to investigate potential breaches of these market Rules, and if thought appropriate, initiate enforcement action under the Regulations and the market Rules;
- reviews and approves prices and costs for various energy services in accordance with the WEM Rules;
- monitors the WEM and gathers market intelligence to assist ERA in meeting its obligations effectively;
- provides Secretariat Support Services to the Rule Change Panel in accordance with the Panel Regulations; and
- reviews and approves rules changes for REMCO, the Gas Retail Market Operator in WA.

Position Summary

This position:

- provides high level professional assistance to the management, undertaking, review and evaluation of complex and sensitive research and analysis;

- coordinates and conducts reviews of legislation, policy and specific issues as required;
- independently undertakes and/or initiates a variety of complex and sensitive research projects including:
 - o using, maintaining, developing and enhancing databases and systems to provide relevant information and outputs; and
 - o preparing draft determinations and decisions.
- develops relevant policy in association with projects.

In addition, the position as a team member is also required to:

- contribute to the initiatives related to the development of policy in association with strategic requirements;
- contribute to the ERA's wholesale electricity strategic projects function; and
- provide regular updates to the Governing Body on wholesale electricity markets as required.

Position Activities

Management Role

- Coordinates teams, allocates work to others and monitors performance to achieve team objectives.
- Initiates and manages own workload, with only strategic direction and guidance from the Director.
- Supports change.
- Assists with professional development of other team members.
- 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.

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.
- 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:
 - o 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

- o appropriate Occupational Safety and Health and Equal Opportunity legislation and plans, policies, standards and practices.

Other

Other duties as required.

Position Competencies

Tertiary qualifications in a relevant discipline, and preferably knowledge of energy markets, with substantial skills, knowledge and experience in:

- undertaking and managing complex quantitative analysis using analytical/statistical software packages;
- applied research for complex economic/financial/policy/regulatory issues;
- the use, development and/or review of more complex data bases and financial models to support or undertake projects;
- report writing and verbal communication skills to communicate complex information to diverse stakeholders;
- managing individuals and teams to achieve agreed outcomes; and
- building and enhancing stakeholder relationships.

Appointment Conditions

Location and Accommodation: Perth

Accommodation: NA

Allowances/Special Conditions: NA

Specialised Equipment Operated: NA

Certification

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

Executive Director

Name Rajat Sarawat

Signature

Date

Chief Executive Officer

Name Greg Watkinson

Signature

Date