

## REGULATION AND INQUIRIES DIVISION

<b>Role title:</b> Manager Projects	<b>Position number:</b> ERA21753
<b>Status:</b> Permanent	<b>Classification:</b> Level 7
<b>Team area:</b> Regulation and Inquiries	<b>Conditions:</b> PSGOGA 2014 Public Service Award 1992
<b>Location:</b> Perth	<b>Effective date:</b> May 2017

### Reporting Relationships

Number of Positions Supervised Nil

#### Supervisor

Position Number: ERA25009  
Position Title: Executive Director  
Classification/Level: Class 1

### Organisational Context

The Regulation and Inquiries Division is responsible for managing the ERA's role in carrying out the following functions:

- administration of legislation governing third party access to monopoly infrastructure for electricity networks, gas pipelines and rail networks;
- provides research, technical, economic and financial modelling and analytical services to support the inquiry and research functions;
- undertakes inquiries on any economic issue and provides reports to the State Government;
- issues licences to providers of gas, electricity and water services (e.g. Alinta, Synergy and the Water Corporation), monitors compliance with the conditions of these licences and takes enforcement action when required; and
- approves customer contracts and sets minimum customer service standards that protect residential and small business electricity, gas and water customers.

People in the Division work collaboratively, sharing knowledge with colleagues and networking with industry stakeholders and regulators from other jurisdictions. We undertake our work to ensure consistency of approach and analytical rigour in developing the ERA's decisions and determinations across regulated utilities.

### Position Summary

This position:

- provides leadership and specialist expertise in managing, undertaking, reviewing and evaluating projects including those which are complex, sensitive and difficult;
- independently leads the management, undertaking, reviewing and evaluating complex, sensitive and/or difficult projects and prepares recommendations, determinations, and decisions related to projects;

- manages the undertaking of, and conducts complex reviews of legislation, policy and specific issues;
- provides, and/or coordinates the provision of, briefing and discussion papers;
- provides an advisory service in areas of expertise; and
- ability to define underlying problems within a project, develop options and make recommendations on an appropriate solution.

## Position Activities

### **Strategic Role**

- 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 the human, financial and physical resources associated with the project.
- Monitors the performance of projects against budgets, authorises invoices and accounts for financial performance.
- Engages, coordinates and manages the activities of external consultants and contractors.
- Provides advice and assistance to the 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.
- 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 others 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:

- 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/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; and
- building and enhancing stakeholder relationships at a strategic level. Negotiation and facilitation.

**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 Paul Kelly  
 Signature  
 Date

**Chief Executive Officer**

Name Greg Watkinson  
 Signature  
 Date