

ENERGY MARKETS DIVISION

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| Role title: Principal Analyst | Position number: ERA21756 |
| Status: Permanent | Classification: Level 7 |
| Team area: Energy Markets | Conditions: PSGOGA 2014 Public Service Award 1992 |
| Location: Perth | Effective date: July 2017 |

Reporting Relationships

Number of Positions Supervised Nil

Supervisor

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| 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:

- monitors the WEM and gathers market intelligence to assist ERA in meeting its obligations effectively;
- enforces and ensures compliance of Market Rules by market participants;
- provides regular reports to the Minister for Energy on various aspects of the Electricity Market in WA;
- reviews and approves various price and cost related aspects of the WEM;
- approves rules changes for REMCO, the Gas Retail Market Operator in WA; and
- provides secretarial support services to the Rule Change Panel (RCP) for the coordination of rule changes submitted to RCP.

Position Summary

This position carries out the following activities on any area of work listed in the organisational context :

- provides specialist expertise to the management, undertaking, reviewing and evaluating of complex and sensitive research and analysis;
- manages the undertaking of, and conducts complex reviews of legislation, policy and specific issues;

- independently leads, manages, initiates or undertakes, complex, sensitive and/or difficult research projects including:
 - o using, maintaining, developing and enhancing databases and systems to provide relevant information and outputs; and
 - o preparing recommendations, determinations, and decisions related to projects.
- provides, and/or coordinates the provision of, briefing and discussion papers;
- increases productivity by developing automated financial applications; coordinating automated information requirements; and
- ability to interrogate regulatory and financial information and models, apply relevant analytical framework to determine the validity of the information and find relevant solutions if applicable.

Position Activities

Strategic Role

- Contributes to the planning, development, implementation and evaluation of strategic activities.
- Contributes to the planning, development and implementation of change initiatives.
- Interrogates regulatory and financial information and models, and applies a relevant analytical framework to determine the validity of information and find relevant solutions to support strategic decision making.
- Contributes to the planning, development and implementation of change initiatives.

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.
- Coaches and mentors other team members.
- 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 Economic Regulation Authority at various interagency, state and national forums and meetings with 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:
 - 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 comprehensive skills, knowledge and experience in:

- policy formulation and strategy development;
- developing, undertaking and managing complex quantitative analysis using an extensive range of analytical/statistical software packages;
- applied research, and problem solving for complex economic/ financial/ policy/ regulatory issues;
- the use, development and/or review of complex data bases and financial models to undertake complex projects;
- 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.

Acting Executive Director

Name Adrian Theseira
 Signature
 Date

Acting Chief Executive Officer

Name Rajat Sarawat
 Signature
 Date