

REGULATION AND INQUIRIES DIVISION

Role title: Project Officer	Position number: ERA25010
Status: Permanent	Classification: Level 5
Team area: Regulation and Inquiries	Conditions: PSGOGA 2014 Public Service Award 1992
Location: Perth	Effective date: August 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 support and undertakes research and analysis of complex information and data relative to projects;
- independently undertakes less complex projects and assists with areas within more complex projects including:

- the collection, collation and compilation of information & material and/or its management;
- research into various issues;
- maintenance of systems to provide relevant information and outputs;
- critical analysis and dissemination of information and concepts;
- contributes to the preparation of draft determinations and decisions; and
- implementation of programs.
- Provides assistance in the development of policy in association with projects.

Position Activities

Management Role

- Effectively contributes to, and assists with the achievement of team outcomes and coordinates tasks for others.
- Organises and manages own workload, with minimal supervision.
- Supports change.
- Coordinates contracts associated with projects to ensure that contract requirements are met.
- Coordinates consultants working on projects for the Economic Regulation Authority (ERA).
- Provides assistance to management on administrative matters.

Communication Role

- Communicates ideas and information, both in written and oral formats: to obtain information, provide advice and liaise, influence and negotiate.
- Assists with public consultation processes as required for regulated industries, Government, representative bodies and other stakeholders.
- Develops and maintains networks with other professionals.
- Participates in workshops and small groups to consult with stakeholders.
- Represents the ERA on appropriate committees and 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:
 - 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
 - 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 considerable skills, knowledge and experience in:

- undertaking and coordinating project work;
- applied research and problem solving for policy and regulatory issues;
- report writing and verbal communication skills;
- team work; 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.

A/Executive Director

Name Robert Pullella

Signature

Date

A/Chief Executive Officer

Name Paul Kelly

Signature

Date