

REGULATION AND INQUIRIES DIVISION

Role title: Senior Project Officer	Position number: ERA27002
Status: Permanent	Classification: Level 6
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 high level professional assistance to senior management in the undertaking, management, review and evaluation of complex and sensitive projects;
- independently undertakes and/or initiates a variety of complex and sensitive projects including:

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

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 when consulting with stakeholders and secures agreement/consensus within the group.
- Represents the ERA on appropriate committees and working groups 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 substantial skills, knowledge and experience in:

- 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;
- 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.

A/Executive Director

Name Robert Pullella

Signature

Date

A/Chief Executive Officer

Name Paul Kelly

Signature

Date