



REGULATION AND INQUIRIES DIVISION

Role title: Senior Analyst	Position number: ERA21754
Status: Permanent	Classification: Level 6
Team area: Access	Effective date: July 2018

Conditions of employment are in accordance with the Public Service and Government Officers CSA General Agreement 2017 and the Public Service Award 1992

Reporting Relationships

Number of Positions Supervised Nil

Supervisor

Position Number: ERA27003
Position Title: Assistant Director
Classification/Level: Level 8

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.
- 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 in managing, undertaking, reviewing and evaluating complex and sensitive projects.
- Coordinates and conducts reviews of legislation, policy and specific issues as required.
- Undertakes and/or initiates a variety of complex and sensitive research projects including:

- Collecting, collating and compiling information and material and/or its management.
- Researching various issues.
- Critical analysis and dissemination of information and concepts.
- Using, maintaining, developing and enhancing databases and systems to provide relevant information and outputs.
- Preparing draft determinations and decisions.
- Develops relevant policy for 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 Assistant 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

- 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:
 - 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.
 - 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 quantitative analysis using analytical/statistical software packages.
- Applied research for complex economic/ financial/ policy/ regulatory issues.
- The use, development and/or review of 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.
- 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 Paul Kelly
Signature 
Date 12.7.18

Chief Executive Officer

Name Jenness Gardner
Signature 
Date 12.7.18

