



## Role Statement

<b>Role title:</b>	Assistant Coordinator Strategic and Consumer Policy
<b>Level:</b>	Approved Procedure 6
<b>Position No:</b>	00031406
<b>Business Unit:</b>	Energy Policy WA
<b>Responsible to:</b>	Coordinator of Energy
<b>Direct subordinates:</b>	4

### Role of Energy Policy WA

Energy Policy WA was established on 5 September 2019 as a standalone sub-department of the Department of Mines, Industry Regulation and Safety.

Energy Policy WA is responsible for the delivery of energy policy advice to the Minister for Energy to assist government in making well-informed decisions that contribute to the supply of secure, reliable, sustainable and affordable energy services to Western Australian households and businesses.

Energy Policy WA is also responsible for supporting the delivery of government's Energy Transformation Strategy (Strategy) and the statutory functions of the Coordinator of Energy, as set out in the *Energy Coordination Act 1994*, the Emergency Management Regulations 2006, the Wholesale Electricity Market (WEM) Rules and the Gas Services Information (GSI) Rules.

### Role Description

The Assistant Coordinator provides strategic direction and leadership to the Strategic and Consumer Policy Group and is responsible for leading the delivery of Energy Policy WA 's goals in retail policy, consumer protections, consumer advocacy, WA's contribution to national energy policy, and whole-of-government strategic initiatives.

As part of the Energy Policy WA Executive Leadership Team, this role is expected to drive Energy Policy WA's vision, values and strategy and take ownership in the development and delivery of EPWA strategic and operational plans, workforce management strategy and key deliverables consistent with government policy and key stakeholder requirements.

The role is also required to provide support to the Coordinator of Energy, Energy Policy WA in the provision of strategic policy and technical advice relating to financial, economic and energy policy matters. The role is regularly required to advise and consult with stakeholders to influence, develop and implement financial, economic and energy policy initiatives and public sector reforms. The Assistant Coordinator is regularly required to represent Energy Policy WA on internal and external committees or working groups on matters that may affect the transformation of the State's electricity sector.

You will be required to lead in setting Energy Policy WA's broader strategic directions and to galvanise business units to collaborate across Energy Policy WA and with external stakeholders. You will also be expected to lead and implement change, delegate, provide feedback and ensure business performance and continuity through workforce and succession planning.

This position has responsibility for, and is required to provide leadership on, the delivery of advice and other support to the Minister for Energy including:

- Development of fit-for-purpose regulatory and licensing arrangements for emerging models of energy supply including embedded networks, microgrids and solar power purchase agreements
- Development of retail policy positions including assessing expanded retail contestability and retailer of last resort arrangements
- Delivery of Energy Policy WA's consumer advocacy program
- Delivery of appropriate regulatory arrangements for the use of disconnected microgrids by Western Power
- Engagement, representation and relevant delivery on whole-of-government strategic initiatives including the WA Hydrogen Strategy and WA Climate Policy

- Provision of advice to the Coordinator of Energy and the Minister for Energy on Energy National Cabinet Reform Committee matters
- Design and implementation of the Hardship Energy Efficiency Scheme and Hardship Strategy
- Other strategic and consumer policy initiatives as required

The position is responsible for strategic and operational management of the Strategic and Consumer Policy Group, as well as contributing to the effective strategic management and corporate governance of EPWA, including:

- leading and directing the Strategic and Consumer Policy Group in developing and implementing plans and policy options to deliver the Strategy
- overseeing the adequacy, timeliness and appropriateness of information provided to the Coordinator of Energy and Minister and other key stakeholders.
- managing and evaluating the Strategic and Consumer Policy Group's operations and performance, ensuring the establishment and delivery of strategic project plans, setting priorities, allocating resources, managing risks and achieving desired outcomes;
- providing strategic advice to the Coordinator of Energy, Ministers and Cabinet in the implementation of the Strategy and other issues relating to the energy sector transformation underway;
- supporting the Coordinator of Energy, in developing the strategic direction for Energy Policy WA with a particular focus on energy policy advice for the future of Western Australia's electricity sector;
- collaborating with the Coordinator of Energy to ensure the effective management of interdependencies of the Strategy and Energy Policy WA's work programs;
- formulating and ensuring implementation of Energy Policy WA corporate policy, business plans and strategies;
- collaborating with other members of the Executive Leadership Team to provide advice to the Minister, Cabinet and Members of Parliament, to establish partnerships with public sector agencies and to interpret, influence and communicate government reform policies, plans and initiatives; and
- performing a stakeholder engagement and management role in advising, consulting with and influencing Government, public sector agencies (state and national), the private sector, energy sector institutions, community groups and other stakeholders in order to deliver the Strategy.

### Essential Capability Requirements

The five core capabilities below form part of [Public Sector Leadership Capability](#) and are also based on the Public Sector Commission's Capability Profile. They articulate the desired behaviours and skills required for successful performance in a role at EPWA. Each capability is supported by a set of behavioural indicators which are accessible from the Energy Policy WA website ([Energy Policy WA](#)) Careers page.

Applicants will be assessed on the following essential capability requirements. You will need to ensure you consider the behavioural indicators relevant to the classification level and within the context of the advertised role.

- 1. Shapes and Manages Strategy** – *Anticipates, issues and leads in the development of innovative solutions to optimise performance. Develops and drives the organisation's vision and strategic goals and promotes a shared commitment to the strategic direction.*
- 2. Achieves Results** – *Decisively leads to ensure organisational deliverables are achieved. Role models collaborative behaviour and displays a strong work ethic and resilience.*
- 3. Builds Productive Relationships** – *Builds and sustains relationships and trust with internal stakeholders and a broad network of external stakeholders to achieve mutually beneficial outcomes.*
- 4. Exemplifies Personal Integrity and Self-awareness** – *Role models judgement, initiative and professionalism and encourages these standards in others. Proactively develops themselves and others.*
- 5. Communicates and Influences Effectively** – *Communicates complex information in a clear, articulate and compelling manner to engage and influence internal and external stakeholders.*

### Essential Role Specific Requirements

You must demonstrate:

1. Senior leadership experience, preferably in a government policy and reform setting, with strong strategic leadership and communication skills.
2. Proven experience in the successful delivery of energy sector reforms, including the development and implementation of reforms involving amendments to legislation, regulation and other instruments.

3. Substantial experience in and knowledge of the energy sector in Australia, including an in depth understanding of:
  - a. the regulation and operation of the Western Australian electricity sector;
  - b. issues and challenges relating to the secure, reliable and affordable supply of electricity in the context of the transition to renewable and distributed energy sources; and
  - c. the commercial and regulatory risks faced by electricity businesses in Western Australia.
4. Knowledge of and experience in the application of sound governance, project management, team management, risk management and policy development practices.
5. Relevant tertiary qualifications (e.g. in economics, law, commerce, finance, engineering.)

#### **Desirable Role Specific Requirements**

The following are also desirable:

1. Experience in and knowledge of electricity sector arrangements in other jurisdictions.
2. Understanding of the operations and institutions of the Government in Western Australia.