



Principal Policy Analyst - Level 7

Group:	Energy Policy	Location:	66 St Georges Terrace
Division/Directorate:	Strategic and Consumer Policy	Supervises:	0
Branch:	Consumer Policy	Reports to:	Assistant Director Retail Policy
Section:	Retail Policy		

Operational Context

Energy Policy oversees provision of innovative and quality advice and initiatives that shape the energy sector for the benefit of Western Australians now and into the future. The Group does this by supporting the Deputy Director General to deliver their functions and statutory responsibilities, as well as providing day to day oversight of the Energy Policy Group's policy development and reform work program.

Role Overview

This position undertakes analysis of complex energy policy and market issues and provides detailed evidence-based advice to the Deputy Director General, Office of the Coordinator of Energy and government. This role also leads and undertakes significant projects, including the development and implementation of market and regulatory reforms.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Undertakes research and analysis of qualitative and quantitative data from multiple sources to identify and investigate emerging policy issues and problems, for the development and evaluation of potential solutions.
- Build and maintain relationships and networks within government, industry and the broader community to build trust and facilitate effective information sharing and communication.
- Initiate, lead and manage policy projects, including project tracking and reporting, management of specialist consultancies as required, and formal project evaluation.
- Prepare and final quality written submissions, reports, briefing notes and ministerial correspondence.
- Clearly and concisely present and explain complex information and policy positions at senior level.
- Collaborate and contribute at the team level and proactively engage cross functionally to maximise work outputs.
- Contribute to team leadership, supporting and mentoring staff to help promote development of analytical capabilities and the delivery of policy outcomes.
- Represent Energy Policy WA on committees, working groups and other engagements are required.
- Seek out and participate in opportunities to develop skills and knowledge required of the position.

Corporate Responsibilities

The following outlines departmental responsibilities:

- Provides effective leadership within corporate policies and procedures, acts with integrity and ensures staff demonstrate ethical behaviours aligned with the Department Code of Conduct.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
- Contributes to or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are dealt with in a professional and timely manner.
- Builds productive working relationships with community stakeholders to ensure effective community engagement, provide opportunities to input on policy and to facilitate agreement of mutually beneficial solutions.
- Performs other roles/tasks as directed.

Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated experience in high level policy and development, implementation and evaluation.
- Highly developed organisational skills to plan and manage a number of competing work priorities and meet deadlines.
- Demonstrated ability to develop and maintain professional relationships.
- Communicates clearly and confidently and has a focus on desired objectives and outcomes.

- Knowledge and understanding of energy policy issues would be an advantage.
 - Ability to work with technical information and experts in a rapidly evolving technical, policy and regulatory environment would be an advantage.
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Capabilities Required

The following outlines the behaviours required to be demonstrated to perform this role:

- Demonstrates appropriate leadership behaviour, takes responsibility, promotes accountability and motivates others.
 - Consults and shares information to ensure others are kept informed of issues. Involves people, encourages them and recognises their contribution.
 - Adheres to and promotes the public sector values and Code of Conduct and acts with the utmost integrity and professionalism.
 - Takes personal responsibility for meeting objectives and progressing work. Shows initiative and commits energy and drive to see that goals are achieved.
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This position reports to:

Assistant Director Retail Policy

Position No: MIS22072 Classification: L8

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- High integrity required for conflicts of interest

Approved Date

10-OCT-2023