



Assistant Director - Level 8

Group:	Energy Policy	Location:	66 St Georges Terrace
Division/Directorate:	Strategic and Consumer Policy	Supervises:	7
Branch:	Strategic Energy Policy	Reports to:	Director Strategic Energy Policy
Section:	Strategic Energy Initiatives		

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 leads the identification of emerging energy policy issues of significance, and works with a team of policy analysts to develop strategic, evidence based advice to facilitate informed government decision making. This role also leads the delivery of solutions through designing government programs and reforming regulatory instruments, and working with industry to implement.

Role Responsibilities

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

- Identifies emerging strategic energy policy issues, and develops and allocates programs of work to shape the future of the Western Australian electricity sector.
- Assesses the operation of regulatory regimes and policy frameworks to prepare advice on policy settings, legislation, regulation and rule changes required to support the achievement of government objectives for the utility sector.
- Designs and facilitates the implementation of policy and regulatory arrangements to provide competitive and secure energy markets and network arrangements.
- Builds and maintains relationships and networks within government, industry and the broader community to build trust and credibility and to effectively understand their requirements to progress negotiations for policy proposals and reform initiatives.
- Develops, manages and evaluates complex large and small-scale projects, using sound project management methodology and proactively managing risk.
- Develops and mentors a team of policy analysts to deliver quality and timely research, analysis and advice required for energy policy and reform initiatives.
- Identifies skills gaps and arranges training to develop capability of the team.
- Monitors branch performance and delivery against targets and provides regular reports to the Director and Executive Director.
- Maintains contemporary knowledge of political, social and economic factors relevant to the delivery of effective energy policy settings and reforms.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are engaging 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.
- Provides effective leadership within corporate policies and procedures, acts with integrity and ensures staff demonstrate ethical behaviours aligned with the Department Code of Conduct.
- Performs other roles/tasks as directed.
- 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.

Role specific requirements

(The following outlines what experience and qualifications are required to fulfil this role)

- Demonstrated experience in leading teams to deliver complex policy processes.
- Demonstrated experience and technical capabilities to assess the operation of utility regulatory regimes and policy frameworks and develop necessary regulation, rule changes and policy settings for an efficient and effective sector.
- Demonstrated experience in engaging with internal and external stakeholders to inform policy positions and implement change.
- Previous experience working in an energy or utilities related environment would be desirable.

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.
- Fosters teamwork and rewards cooperative and collaborative behaviour. Resolves conflict using appropriate strategies.
- Adheres to and promotes the public sector values and Code of Conduct and acts with the utmost integrity and professionalism.

This position reports to:

Director Strategic Energy Policy

Position No: MIS22065 Classification: CL1

Positions reporting to this Role:

Graduate Officer Program - (MIS22138)	L3
Policy Analyst - (MIS22083)	L5
Senior Policy Analyst - (MIS22059)	L6
Senior Policy Analyst - (MIS22082)	L6
Principal Policy Analyst - (MIS22078)	L7
Principal Policy Analyst - (MIS22109)	L7
Principal Policy Analyst - (MIS22123)	L7

Position Conditions:

(The following outlines pre-employment assessments and ongoing conditions and requirements)

- High integrity required for conflicts of interest
- National Police Check

Approved Date

11-MAY-2023