



Senior Policy Analyst - Level 6 (MIS22082)

Group:	Energy Policy	Location:	66 St Georges Terrace
Division/Directorate:	Strategic and Consumer Policy	Supervises:	0
Branch:	Strategic Energy Policy	Reports to:	Assistant Director Strategic Energy Initiatives
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 contributes substantially to the analysis of emerging energy policy issues of significance and develops evidence based advice to inform government decision making. This role also leads and undertakes small to large-scale policy projects, including the development and implementation of policy and regulatory frameworks.

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 contribute, with initiative, to the identification and investigation of emerging energy policy issues and problems, for the development and evaluation of potential solutions.
- Builds and maintains relationships and networks within government, industry and the broader community to build trust and facilitate effective information sharing and communication.
- Leads and manages policy projects, including project tracking and reporting, management of specialist consultancies as required and formal project evaluation.
- Prepares quality written submissions, reports, briefing notes and ministerial correspondence.
- Clearly and concisely presents and explains complex information and policy positions.
- Collaborates and contributes at the team level and proactively engages cross functionally to maximise work outputs.
- Contributes to team leadership, supporting and mentoring staff to help promote development of analytical capabilities and the delivery of policy outcomes.
- Represents Energy Policy WA on committees, working groups and other engagements.
- Contributes insight relating to public utilities policy issues to divisional and organisational planning.

Corporate Responsibilities

The following outlines departmental responsibilities:

- 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 the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Performs other duties as directed.

Role Specific Requirements

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

- High level skills and experience in undertaking policy research, development, implementation and evaluation.
- Demonstrated experience in leading and managing policy projects.
- Demonstrated experience in engaging with internal and external stakeholders to inform policy positions and implement change.
- Demonstrated strong written communication skills in the delivery of compelling advice to government.

Capabilities Required

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

- Commits to meeting objectives, identifies and implements appropriate risk strategies and follows up to finalise work.
 - Actively listens to staff, colleagues, clients and stakeholders, involves and recognises others' contributions.
 - Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
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This position reports to:

Assistant Director Strategic Energy Initiatives

Position No: MIS22074 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

18-SEP-2023