



Assistant Policy Analyst - Level 3 (MIS23202)

Group:	Energy Policy	Location:	66 St Georges Terrace
Division/Directorate:	Market Development and Coordination	Supervises:	0
Branch:	Planning and Coordination	Reports to:	Principal Policy Analyst
Section:	Government Trading Enterprises		

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 assists in research and analysis on policy development for the Wholesale Electricity Market and providing support for the governance of advisory bodies for which Energy Policy has accountability.

Role Responsibilities

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

- Undertakes research and analysis on issues in Energy Policy.
- Under supervision:
 - provides assistance with governance for market advisory bodies for which Energy Policy has accountability;
 - responds to internal and external enquiries and prepares draft, letters, reports and briefing notes.
- Assists in preparing information for use in discussions, negotiations, liaison and presentations.
- Works collaboratively and actively contributes at meetings and in team activities.

Corporate Responsibilities

The following outlines departmental responsibilities:

- Works within corporate policies and procedures, acts with integrity and demonstrates 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 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:

- Ability to collect, analyse and prepare advice that is consistent with legislation, policy and guidelines.
- Experience in the energy industry would be advantageous.

Capabilities Required

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

- Meets objectives, follows up to ensure work is finalised.
- Responds under direction to changes in client needs and expectations, manages progress and keeps clients informed, provides prompt and courteous service.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Shows willingness to learn and develop expertise to achieve goals and tasks set.
- Clearly explains information using language appropriate to the audience.

This position reports to:

Principal Policy Analyst

Position No: MIS22144

Classification: L7

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
- National Police Check

Approved Date

31-OCT-2023