



## Policy Analyst - Level 4 (MIS23202)

<b>Group:</b>	Energy Policy	<b>Location:</b>	66 St Georges Terrace
<b>Division/Directorate:</b>	Market Development and Coordination	<b>Supervises:</b>	0
<b>Branch:</b>	Planning and Coordination	<b>Reports to:</b>	Principal Policy Analyst
<b>Section:</b>	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 contributes to the analysis of emerging energy policy issues of significance and supports the development of evidence based advice to inform government decision making. This role supports the implementation of small to large-scale policy projects.

### Role Responsibilities

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

- Provides support to Senior Policy Officers in the research and analysis of qualitative and quantitative data from multiple sources to contribute to the identification and investigation of emerging energy policy issues and problems.
- 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.
- Participates in project teams to support policy development.
- 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:

- Skills and experience in undertaking policy research and development.
- 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:

- Takes responsibility for completion of work and seeks guidance when required; identifies risks and takes initiative to progress work when required.
- Shares information with own team, seeks input from others, contributes to team discussions and ensures others are kept informed.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Presents messages clearly and succinctly orally and in writing.
- Shows willingness to learn and develop expertise to achieve goals and tasks set.

### 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

Unapproved Record