



Policy Analyst - Level 5 (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 provides substantial assistance to the evaluation of significant public utilities policies and the development of evidence-based advice to government. The position undertakes policy projects related to the development and implementation of market, regulatory, and customer-centric reform, with a focus on the regulation of Western Australia's electricity networks and the integration of new and emerging technologies such as rooftop solar and battery storage in the power system.

Role Responsibilities

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

- Proactively provides assistance with research and analyses of qualitative and quantitative data from multiple sources to contribute to the identification and investigation of emerging energy policy issues and problems, and the development and evaluation of potential solutions.
- Liaises with stakeholders across government, industry and the broader community to facilitate effective information sharing and communication and help maintain established relationships.
- Provides substantial support in the management of significant policy projects, including project tracking and reporting, management of specialist consultancies as required and formal project evaluation.
- Participates in project teams, undertaking project tracking, reporting, evaluation and other activity as required.
- Analyses information to develop drafts of written submissions, reports, briefing notes and ministerial correspondence to assist Senior Policy Analysts.
- Clearly and concisely presents and explains complex information and policy positions as required by stakeholders or senior officers.
- Collaborates and contributes at the team level and engages cross functionally as required to maximise work outputs.
- Proactively contributes to teamwork by sharing information and supporting and mentoring staff to help promote development of analytical capabilities and the delivery of policy outcomes.
- Contributes to the development of insights into the impact of emerging trends and policies through proactive engagement with senior officers.

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:

- Demonstrated skills and experience in undertaking policy research, development, implementation and evaluation
- Demonstrated consultation and negotiation skills.
- Demonstrated ability to work effectively as part of a team and with internal and external stakeholders.
- Demonstrated written communication skills with experience producing clear and concise documents.

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.
- Consults and shares information with team and seeks input from others, ensures others are kept informed.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Demonstrates good judgement, research and analytical skills.

This position reports to:

Principal Policy Analyst
Position No: MIS23202 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