



## Principal Program Manager and Policy Analyst - Level 7 (MIS22124)

<b>Group:</b>	Energy Policy	<b>Location:</b>	66 St Georges Terrace
<b>Division/Directorate:</b>	Strategic and Consumer Policy	<b>Supervises:</b>	0
<b>Branch:</b>	Consumer Policy	<b>Reports to:</b>	Assistant Director Retail Policy
<b>Section:</b>	Retail Policy		

### 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 role leads and undertakes significant policy, program and project design, development, implementation and evaluation; including delivering complex programs and projects in partnership with other agencies, Government Trading Enterprises and non-government organisations, to improve energy use by households, small businesses and other consumers. These initiatives are directed to the achievement of State Government decarbonisation goals and improved outcomes for energy consumers.

### Role Responsibilities

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

- Contributes to setting and achieving the objectives and priorities of the Strategic and Consumer Policy division within Energy Policy WA.
- Contributes insight relating to public utilities programs/policy issues to divisional and organisational planning.
- Represents Energy Policy WA on committees, working groups and other engagements.
- Contributes to team leadership, supporting and mentoring staff to help promote development of analytical capabilities and the delivery of program/policy outcomes.
- Collaborates and contributes at the team level and proactively engages cross functionally to maximise work outputs.
- Clearly and concisely presents and explains complex information and program/policy positions, including the provision of expert advice on priorities, risks, implications, and remedial strategies.
- Prepares high quality written submissions, reports, recommendations, implementation strategies, briefing notes and correspondence to Ministers, program steering committees, executives and other identified key stakeholders.
- Leads and manages program and project teams and resources including people, financial, physical and information resources to meet agreed obligations and objectives.
- Establishes and maintains effective stakeholder management strategies, relationships and networks within government and non-government sectors and the broader community to build trust, facilitate effective information sharing and communication, and ensure the successful delivery of government policy objectives. This includes identifying program and project impacts, desired engagement levels and managing resistance, as required.
- Undertakes research and analyses of qualitative and quantitative data from multiple sources to identify and investigate emerging issues and problems, and develops, evaluates and implements mitigation strategies and solutions.
- Leads and manages complex programs and projects arising from the Government's energy policy objectives, including design, planning, implementation, tracking, reporting, change management and evaluation activities and management of specialist consultancies, to achieve defined outcomes.

### Corporate Responsibilities

The following outlines departmental responsibilities:

- Provides effective leadership within corporate policies and procedures, acts with integrity and ensures staff demonstrate 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 or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are dealt 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.
- Performs other roles/tasks as directed.

### Role Specific Requirements

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

- Demonstrated policy, program and project management skills in complex, transformational projects with multiple partners.
- Demonstrated ability to lead and manage project teams, and the physical and financial resources to achieve results.
- Highly developed conceptual, analytical and problem-solving skills.
- Highly developed communication and interpersonal skills, including the ability to undertake consultation and negotiations with diverse stakeholder groups and build productive relationships to achieve set objectives.
- Knowledge of and experience working in community-based projects and with communities of varied backgrounds, including cultural diversity, would be advantageous.

### 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.
- Consults and shares information to ensure others are kept informed of issues. Involves people, encourages them and recognises their contribution.
- Adheres to and promotes the public sector values and Code of Conduct and acts with the utmost integrity and professionalism.

**This position reports to:**

Assistant Director Retail Policy  
Position No: MIS22072 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**

26-APR-2024

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