



POSITION DESCRIPTION

Role title:	Senior Project Officer	Position number:	25005
Status:	Permanent	Classification:	Level 6
Division:	Regulation	Effective date:	24 June 2024
Team area:	Electricity Access		

Conditions of employment are in accordance with the *Public Sector CSA General Agreement 2022* and the *Public Service Award 1992*.

Reporting Relationships

Number of Positions Supervised 0

Supervisor

Position number: 27004
Position title: Assistant Director (Electricity)
Classification/Level: L8

Organisational Context

The ERA is the independent economic regulator of electricity, gas, water and rail in Western Australia. Our purpose is to benefit all Western Australians by promoting strong economic outcomes through effective regulation and decision making. We strive to make sure current and future consumers pay no more than necessary for safe and reliable utilities.

The Regulation Division is responsible for managing the ERA's role in carrying out the following functions:

- Regulating third party access to monopoly infrastructure for electricity networks (e.g. Western Power) and gas pipelines (e.g. ATCO Gas).
- Approving the framework for agreements for third party access to covered railways
- Issuing licences to providers of gas, electricity and water services (e.g. Alinta, Synergy and the Water Corporation), monitoring compliance with the conditions of these licences and taking enforcement action when required.
- Approving customer contracts and setting minimum customer service standards that protect residential and small business electricity, gas and water customers.

People in the Division work collaboratively, sharing knowledge with colleagues and networking with stakeholders and regulators from other jurisdictions. We ensure analytical rigour in developing the ERA's decisions and determinations across regulated utilities.

We are one of two regulatory divisions at the ERA, the other being Energy Markets which monitors market participant behaviour and investigates and enforces compliance with the Market Rules.

Position Summary

This position:

- Provides high level professional assistance to senior management in the undertaking, management, review and evaluation of complex and sensitive projects relating to the regulation of network service providers.
- Independently undertakes and/or initiates a variety of complex and sensitive projects relating to the regulation of network service providers including:
 - Collecting, collating and compiling information and material and/or its management.
 - Researching various issues.
 - Development, enhancement, and maintenance of systems to provide relevant information and outputs.
 - Critical analysis and dissemination of information and concepts.
 - Preparing draft determinations and decisions.
 - Developing and implementing programs.

Position Activities

Management Role

- Assists with coordinating teams, allocating work to others and monitoring performance to achieve team objectives.
- Initiates and manages own workload, with only strategic direction and guidance from management.
- Supports change.
- Assists with professional development of other team members.
- Manages contracts associated with projects to ensure that contract requirements are met.
- Manages consultants working on projects for the ERA.
- Provides advice and assistance to management on administrative matters.

Communication Role

- Communicates ideas and information both in written and oral formats to obtain information, provide advice and liaise, influence and negotiate on more complex and sensitive projects/issues.
- Organises and facilitates public consultation processes as required for regulated industries, Government, representative bodies and other stakeholders.

- Develops and maintains relationships and networks with key stakeholders on behalf of the ERA.
- Facilitates consultation with stakeholders and secures agreement/consensus within the group.
- Represents the ERA on appropriate committees and working parties at meetings with industry representatives and stakeholders.

Governance / Accountabilities

- Actively promotes and models behaviour demonstrating compliance with public sector legislative requirements and departmental policies, procedures, including exercising given delegations. In this regard particular attention is given to the application of:
 - the guidelines and principles of the Western Australian Public Sector Code of Ethics and the ERA'S Code of Conduct within a framework of high ethical standards and behaviours.
 - Appropriate Occupational Safety and Health and Equal Opportunity legislation and plans, policies, standards and practices.

Other

Other duties as required.

Position Competencies

Required

Tertiary qualifications in a relevant discipline and substantial skills, knowledge and experience in:

- Undertaking and managing complex/sensitive projects.
- Applied research and problem solving for complex/sensitive economic/financial/policy and regulatory issues.
- The use and/or review of financial models to undertake complex projects.
- Report writing and verbal communication skills to communicate complex information to diverse stakeholders.
- Leading and managing human, financial and other resources to achieve agreed outcomes.
- Building and enhancing stakeholder relationships.

Appointment Conditions

Location:	Perth
Accommodation	NA
Allowances / Special Conditions	NA

Specialised Equipment Operated NA

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Executive Director

Sara O'Connor

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