



## POSITION DESCRIPTION

<b>Role title:</b>	Senior Regulatory Officer	<b>Position number:</b>	ERA22410
<b>Status:</b>	Fixed Term	<b>Classification:</b>	Level 6
<b>Division:</b>	Regulation	<b>Effective date:</b>	June 2024
<b>Team area:</b>	Licensing and Customer Protection		

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: ERA22386  
Position title: Assistant Director, Customer Protection and Licensing  
Classification/Level: Level 8

### Organisational Context

The ERA is the independent 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 administers licensing schemes for the electricity, gas and water industries and reviews and makes decisions on access to regulated monopoly infrastructure in the electricity, gas and rail industries.

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.

How we work is just as important to us as what we do. Our people have integrity, strive for excellence, and build trust.

## Position Summary

This position:

- Independently undertakes complex and sensitive regulatory projects, including managing reviews of legislation and policy and regulatory frameworks, such as customer protection codes.
- Independently manages the assessment and review of:
  - Electricity, gas and water licence applications.
  - ERA regulatory guidelines.
- Prepares recommendations, determinations and decision reports for senior staff and members of the ERA's Governing Body to enable the ERA to carry out its licensing and customer protection functions.
- Liaises with and provides advice to internal and external stakeholders on the work of the Licensing and Customer Protection team, including managing consultation and stakeholder engagement processes.
- Defines underlying problems within a project, develops options and makes recommendations on an appropriate solution.
- Develops policy positions in relation to projects, in particular customer protection policy.

## Position Activities

### Management Role

- Assists with coordinating teams, allocating work to others and monitoring performance to achieve team objectives.
- Initiates and manages own workload, following 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 industry, 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**

- Complies 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**

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

- Undertaking and managing complex/sensitive projects.
- Applied research and problem solving for complex/sensitive policy and regulatory issues.
- Report writing and verbal communication skills to communicate complex information to diverse stakeholders.
- Leading and managing human, financial and other resources within agreed allocations.
- 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**

**Chief Executive Officer**

Sara O'Connor

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