



POSITION DESCRIPTION

Role title:	Senior Analyst	Position number:	ERA22180
Status:	Permanent	Classification:	Level 6
Division:	Energy Markets	Effective date:	October 2024
Team area:	To be determined on appointment		

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 Nil

Supervisor

Position number: To be determined on appointment

Position title: Assistant Director

Classification/Level : Level 8

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 ERA monitors and regulates the Wholesale Electricity Market (WEM) in Western Australia. The WEM consists of private and government-owned companies that generate and sell electricity, and a network operator.

The Energy Markets division carries out the regulatory functions for the market, which include monitoring whether the market is operating effectively, monitoring and enforcing compliance with the WEM Rules, and reviewing and approving market parameters.

The Energy Markets division also undertakes the ERA's compliance and other regulatory functions under the Gas Services Information (GSI) Rules and the Pilbara Networks Rules and administers amendments to the Gas Retail Market Scheme.

Position Summary

This position:

- provides high level professional services for the management, undertaking, review and evaluation of complex and sensitive research and analysis and converting that research and analysis into submissions, proposals and reports targeted to the relevant audience.
- independently undertakes, and/or leads a variety of complex and sensitive projects, or project components including the development of:
 - databases and systems to provide relevant information and outputs and assisting with and undertaking electricity market simulation modelling
 - WEM procedures, guidelines and other market facing documentation
 - Rule change proposals
 - Consultation materials, including:
 - Procedure change reports
 - Issues papers
 - Draft determination and decision reports for energy markets related projects.
- develops or applies relevant analytical frameworks/mathematical models to interrogate regulatory and market data.
- monitors the WEM and gathers market intelligence to assist the ERA in meeting its obligations effectively.

Position Activities

Management Role

- Participates in, and assists with, activities to ensure the achievement of team outcomes.
- Initiates and manages own workload, with only strategic direction and guidance from the Assistant Director.
- 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.

Research and analysis

- Plans, manages and undertakes research and analysis for energy markets related matters to support the development of rule change proposals, procedure change proposals, consultation documents and draft and final determination reports.
- Problem-solves issues to develop an agreed ERA position, including exploring, as required, alternative positions, approaches and sources of evidence/analysis.

- Assists with the peer review of project team members' research and analysis, identifying gaps and ensuring the accuracy, reliability and relevance of the research and analysis
- Presenting and justifying evidence-based arguments and positions in an accessible way, ensuring that feedback and decisions are accurately represented in end products.

Communication Role

- Communicates, over a wide range, 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.
- Working with technical/analytical project team members to craft research and analysis into strong narratives, themes and messages appropriate for the target audience through written and oral communications.
- Prepares high quality written submissions, rule change and procedure change proposals, reports and other documents, including planning those documents, engaging with management and the Governing Body for approval of those documents and briefing external stakeholders on those documents.
- Assists with the peer review of the team's written work ensuring the accuracy, reliability and relevance of the content and that the content is targeted to the relevant audience.

Stakeholder Engagement

- Consults and liaises with industry and government stakeholders on legislative and policy matters related to the energy market.
- Organises and facilitates public consultation processes as required for regulated industries, government, representative bodies and other stakeholders. This includes, reviewing stakeholder submissions received in response to consultation and identifying key themes and messages and developing responses.
- Develops and maintains relationships and networks with key stakeholders on behalf of the ERA.
- Facilitates workshops and small groups to consult with stakeholders and secures agreement/consensus within the group.
- Represents the ERA on appropriate committees, working parties and at meetings with senior 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:
 - o 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; and
 - o 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 preferably knowledge of energy markets, with substantial skills, knowledge and experience in:

- Undertaking qualitative and quantitative analysis and applied research for complex economic/financial/policy/regulatory issues. This includes competency in using analytical/statistical software packages and managing complex models to support projects;
- Communicating complex and technical information using highly developed verbal and written skills in a clear and effective manner targeted to the audience and diverse stakeholders. This includes collaborating and working with technical and analytical personnel to produce plain English submissions, reports and other documentation;
- Consulting and negotiating with stakeholders on technical, legislative and policy matters.
- Managing complex projects to meet agreed timeframes and outcomes demonstrating a high level of project management skills, including the ability to work across multiple concurrent projects and meet tight deadlines;
- Attention to detail and upholding high standards of quality and accuracy;
- Managing resources to achieve agreed outcomes; and
- Building and enhancing stakeholder relationships.

Desirable

- Experience with or understanding of electricity markets.
- Knowledge of or experience with economic, statistical or mathematical modelling such as optimisation modelling.

Appointment Conditions

Location:	Perth
Accommodation	N/A
Allowances / Conditions	Special N/A
Specialised Operated	Equipment N/A

Certification

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

Executive Director

Rajat Sarawat

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