



POSITION DESCRIPTION

Role title:	Market Investigations Officer	Position number:	ERA22506
Status:	Permanent	Classification:	Level 4
Division:	Energy Markets	Effective date:	March 2025
Team area:	Market Investigations		

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

Reporting Relationships

Number of Positions Supervised Nil

Supervisor

Position number: ERA22502
Position title: Assistant Director Market Investigations
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 Energy Markets division monitors market participant behaviour, investigates and enforces compliance with the market rules, and supports the operation and development of the Wholesale Electricity Market by developing procedures, methods and conducting regulatory reviews.

We are one of two regulatory divisions at the ERA; the other being Regulation which 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.

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

The primary responsibility of this position is to assist and contribute to investigations into potential breaches of the rules governing the WEM through effective analytical support, project management support, administrative support and accurate record keeping.

This position:

- Supports the delivery of complex investigations through:
 - contributing to the preparation of reports, including drafting decisions.
 - contributing to research and analysis under guidance from senior officers.
 - collation and retention of project materials and records.
 - project management and scheduling support.
- Contributes to reviews of legislation, policy, rule change proposals, and specific issues under direction.

Position Activities

Leadership Role

- Supports activities to ensure the achievement of team outcomes.
- Organises and manages own workload with minimal supervision and proactively seeks direction as required.
- Positively engages with and supports change.
- Takes ownership of individual professional development.

Operational Role

- Effectively maintains record of correspondence and any research compiled, especially in the context of market compliance and investigations.
- Works constructively with the Project Support Officer to update project dashboards and monitors progress to ensure deadlines are met and communicated to the team lead.
- Supports project/investigation lead on timeline management for market compliance and conduct investigations.
- Supports the collation and preparation of case information, briefing material, and correspondence for market compliance and conduct investigations.
- Supports research activities for projects across the division as required.
- Assists consultants working on projects for the ERA, as required.

Communication Role

- Adapts communication style and language for different audiences and purposes.
- Contributes to the preparation of high-quality written submissions, rule change and procedure change proposals, reports and other documents.

- Assists with public consultation processes as required for regulated industries, government, representative bodies and other stakeholders.
- Works collaboratively and develops and maintains networks with other professionals, colleagues and external stakeholders.
- Seeks input from others, contributes to team discussions and ensures others are kept informed.

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 Work Health and Safety and Equal Opportunity legislation and plans, policies, standards and practices.
- Commits to action and takes personal responsibility for meeting set objectives and progressing own work.
- Acknowledges mistakes and learns from them and seeks guidance and advice when required.

Position Competencies

- Tertiary qualifications in a relevant discipline, such as economics, law, public policy or public administration.

Demonstrated skills, knowledge and experience in:

- Providing project support including using project management software and maintaining accurate and confidential records.
- Desktop research and the use of databases and financial models to support projects.
- Contributing to written reports and well-developed verbal communication skills.
- Working collaboratively and developing professional networks.

Desirable

- Experience/knowledge of investigations processes or a suitable qualification, such as Certificate IV Government Investigations.
- Knowledge of energy markets.
- Assisting with quantitative analysis using analytical/statistical software packages.

Appointment Conditions

Location:	Perth
Accommodation	N/A
Allowances / Special	N/A

Conditions

Specialised Equipment N/A
Operated

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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