# POSITION DESCRIPTION

| | | | |
|---|---|---|---|
| **Role title:** | Assistant Analyst | **Position number:** | ERA22283 |
| **Status:** | Permanent | **Classification:** | Level 4 |
| **Division:** | Energy Markets | **Effective date:** | January 2025 |
| **Team area:** | Market Analytics | | |

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:            ERA22422
Position Title:             Assistant Director Market Analytics
Classification/Level:       Level 8

## Organisational Context

The Economic Regulation Authority (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 (WEM) 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 Data Analyst will be responsible for:

- Supporting analysts and project leads across the Markets Division and across the agency to identify suitable data, screen and cleanse the data, analyse the data, write up results of analyses, and manage the storage of data to optimise the ongoing use of datasets.

- Supporting analysts and project leads to undertake research and analysis on legislation, policy and regulations relevant to energy markets.

- Assisting in preparing presentations, briefings, discussion papers, determinations and decisions.

- Applying analytical frameworks to validate regulatory and financial information.

## Position Activities

Approximately 80 per cent of the workload is expected be on data analysis tasks and 20 per cent on database administration.

### Data analysis

- Uses statistical research methods and demonstrates knowledge of assumptions underlying the use of quantitative and qualitative data analyses, when discussing projects with the team

- Chooses and applies appropriate statistical techniques for timely data extraction, interrogation and analysis from databases, including screening and cleansing relevant data. Identifies the data needs of the different projects to find efficiencies in data use across the team and facilitate the use of information from the ERA's data stocks.

- Provides input for each project stage, as directed by the project officer or project lead - Explore, Select, Design, Implement, Review and Go-Live. Communicates effectively with internal and external stakeholders including consultants and contractors working on projects for the ERA.

- Maintains awareness of energy market developments and trends that may assist with the functions of the Market Regulations team.

### Communication role

- Effectively communicates complex concepts, information and ideas over a wide range of energy market topics both in written and oral formats.

- Actively engages with team discussions to build knowledge and understanding to contribute to problem and solution definition.

### 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.

### Governance / Accountabilities

- 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.

- 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.

  - Appropriate Occupational Safety and Health and Equal Opportunity legislation and plans, policies, standards and practices.

**Other**

- Other duties as required.

## Position Competencies

**Essential**

- Demonstrated relevant experience, or tertiary qualifications in statistics, finance, economics, computer science, engineering, mathematics or other relevant discipline.

- Demonstrated ability to:

  - Work effectively in a team including managing the competing priorities and timeframes across projects. This includes taking responsibility for completion of work and seeking guidance when required.

  - Use analytical tools and software to conduct quantitative analysis, including assisting in the development of economic models and data cleansing of large datasets.

  - Undertake desktop research to support projects on complex economic, policy and regulatory matters.

  - Willing to learn new approaches and acquire new capabilities and knowledge.

- Good written and verbal communication skills, including the ability to liaise internally and externally with a broad range of individuals and organisations to clarify requirements and negotiate outcomes according to time and resources available.

**Desirable**

- The Energy Markets team mainly use PLEXOS, Power BI, R, Python, and SQL. However, familiarity with one or more of the following would be desirable:

  - Modelling, analytical and statistical software packages, such as PLEXOS, MATLAB, SAS, Minitab, SPSS or other software tools.

  - Data visualisation tools, such as Power BI, SAS VA and Tableau.

  - Programming or database query languages, such as SQL, Python, R, Visual Basic, C++, or M (Power Query).

  - Databases such as Microsoft Azure, SQL Developer, or Oracle.

- Knowledge of utility markets, such as gas, electricity and water.

- Understanding of project management theory and tools.

- Knowledge or experience with linear programming and mathematical optimisation.

| 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 | |
|---|---|
| Rajat Sarawat | |