



## POSITION DESCRIPTION

<b>Role title:</b>	Assistant Director	<b>Position number:</b>	ERA26003
<b>Status:</b>	Permanent	<b>Classification:</b>	Level 8
<b>Division:</b>	Energy Markets	<b>Effective date:</b>	May 2025
<b>Team area:</b>	Market Regulation		

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 7

### Supervisor

Position number: ERA21110  
Position title: Executive Director  
Classification/Level : Class 1

### 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 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

This position:

- Provides strategic leadership and specialist expertise in:
  - Managing, undertaking, reviewing and evaluating projects including those which are highly complex, carry high risk and are highly sensitive.
  - Preparing of recommendations, determinations and decisions related to projects.
  - Reviewing of highly complex legislation, policy and specific issues.
- Provides specialist advice, briefing and discussion papers for Management, Executive and ERA Governing Body.
- Provides an advisory service in areas of expertise including on emerging and strategic issues.
- Plays a key role in driving and influencing strategic discussions and decision making in relation to market rules.
- Defines underlying problems across various projects, develops and evaluates options and makes recommendations on appropriate solutions.

## Position Activities

### **Strategic Role**

- Provides strategic leadership to the planning, development, implementation and evaluation of strategic activities.
- Provides strategic leadership to the development and implementation of change initiatives.
- Leads initiatives related to the development of policy in association with strategic requirements.

### **Management Role**

- Provides professional leadership and supervision to ensure the achievement of team outcomes.
- Initiates and manages own workload and contributes to setting strategic direction.
- Assesses and manages strategic risks.
- Leads change management processes.
- Develops succession plans and develops others expertise to a high level in support of such plans.
- Manages the human, financial and physical resources associated with the project.
- Leads multiple projects and project teams comprising staff and external consultants.

- Provides advice and assistance to the Executive Director on issues related to the management of the Division. Acts on behalf of the Executive Director when required.

### **Communication Role**

- Communicates, over a wide range, ideas and information both in written and oral formats: to provide advice, influence and negotiate on strategic/highly complex/sensitive projects/issues.
- Develops consultation processes to ensure effective coordination, development and evaluation of strategic initiatives, policies and programs.
- Leads public consultation as required for industry, Government, representative bodies and other stakeholders.
- Manages relationships with key stakeholders on behalf of the ERA.
- Leads consultation with stakeholders and secures agreement/consensus within the group.
- Represents the ERA at various interagency, state, national and international forums and to CEO's ministers and suppliers; and on appropriate committees and working parties on complex and strategic issues.

### **Governance / Accountabilities**

- Provides leadership and a behavioural model of professionalism 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.
  - Appropriate Work Health and Safety and Equal Opportunity legislation and plans, policies, standards and practices.

### **Other**

- Other duties as required.

## **Position Competencies**

Tertiary qualifications in a relevant discipline and excellent knowledge and experience in:

- Policy formulation and strategy development.
- Strategic project development and management and the provision of strategic advice.
- Applied research, and problem solving for highly complex/high risk/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 allocations to achieve agreed outcomes.
- Building and enhancing stakeholder relationships at a strategic level. Negotiation, facilitation and dispute resolution.
- Coaching/developing the expertise of others to achieve high levels of performance and build organisational capacity.

### 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

### Chief Executive Officer

Jenness Gardner

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