



JOB DESCRIPTION FORM

OFFICE OF ENERGY

244.6279.1; GRADUATE DEVELOPMENT OFFICER

POSITION DETAILS

Classification/Level	Level 3
Award/Agreement	PSA
Org Unit	244.Corporate Services
Physical Location	Perth

REPORTING RELATIONSHIPS

Number of Positions Supervised 0

SUPERVISOR

Position Number	244.6315.1
Position Title	Corporate Services Director
Classification/Level	Level 8

KEY WORK DESCRIPTION

This section provides a brief summary of the key functions of the position.

Undertake research and analysis on a range of Office of Energy projects and tasks and participates in project and policy teams.

ORGANISATIONAL CONTEXT

This section provides a synopsis of the Organisation and its goals.

The Office of Energy is a change agent that leads the development and implementation of policy and programs to meet the State's energy needs. The Office is committed to driving change in a way that achieves improved economic, social and environmental outcomes for Western Australia.

WORK DESCRIPTION

This section outlines the results and outcomes required of an individual in this position.

- Undertake research and analysis and carry out specific tasks in relation to:
 - Energy policy development and implementation;
 - Energy Supply
 - Energy Markets and Regulatory Arrangements; and
 - Energy Sustainability.
- Prepare briefing notes for the Minister for Energy and Coordinator of Energy and Directors.
- Prepare reports and draft correspondence, including responses to Ministerial correspondence.
- Assist in the preparation of Cabinet Submissions, Cabinet Comments and answers to Parliamentary Questions.
- Participate in project and policy groups.
- Develop and administer programs.
- Deal with requests for information from members of the public, community groups, other government agencies and the energy industry.
- Undertake other duties as required.

WORK RELATED REQUIREMENTS

This section outlines the mix of pre-employment requirements and competencies required of an individual in this position. The following is to be read in the context of the preceding sections of this document.

ESSENTIAL

- Sound research skills.
- High level oral and written communication skills.
- Ability to work as a member of a team.
- Good interpersonal skills.
- Demonstrated initiative and flexibility.
- Good conceptual and analytical skills.
- Good IT skills.
- Possession of a relevant tertiary degree.

