



## POSITION DESCRIPTION

### Chief Executive Officer

**Position Number:** E643

**Location:** Canberra, ACT

**Classification:** Executive Level 1.3

**Last Reviewed:** October 2022

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrating the related signature behaviours.

#### **THE COMMISSION'S ROLE AND ITS SECRETARIAT**

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The Independent Competition and Regulatory Commission (ICRC) is an independent statutory agency established under the *Independent Competition and Regulatory Commission Act 1997* (the ICRC Act) to promote effective competition in the interests of ACT consumers, while facilitating an appropriate balance between efficiency, environmental and social considerations. The commission's functions include setting regulated prices for retail water and electricity services, ensuring non-discriminatory access to monopoly infrastructure, and providing economic advice to the ACT Government. Under the *Utilities Act 2000*, the commission is responsible for licensing utility services, ensuring compliance with licence conditions, reporting on performance, and making industry codes.

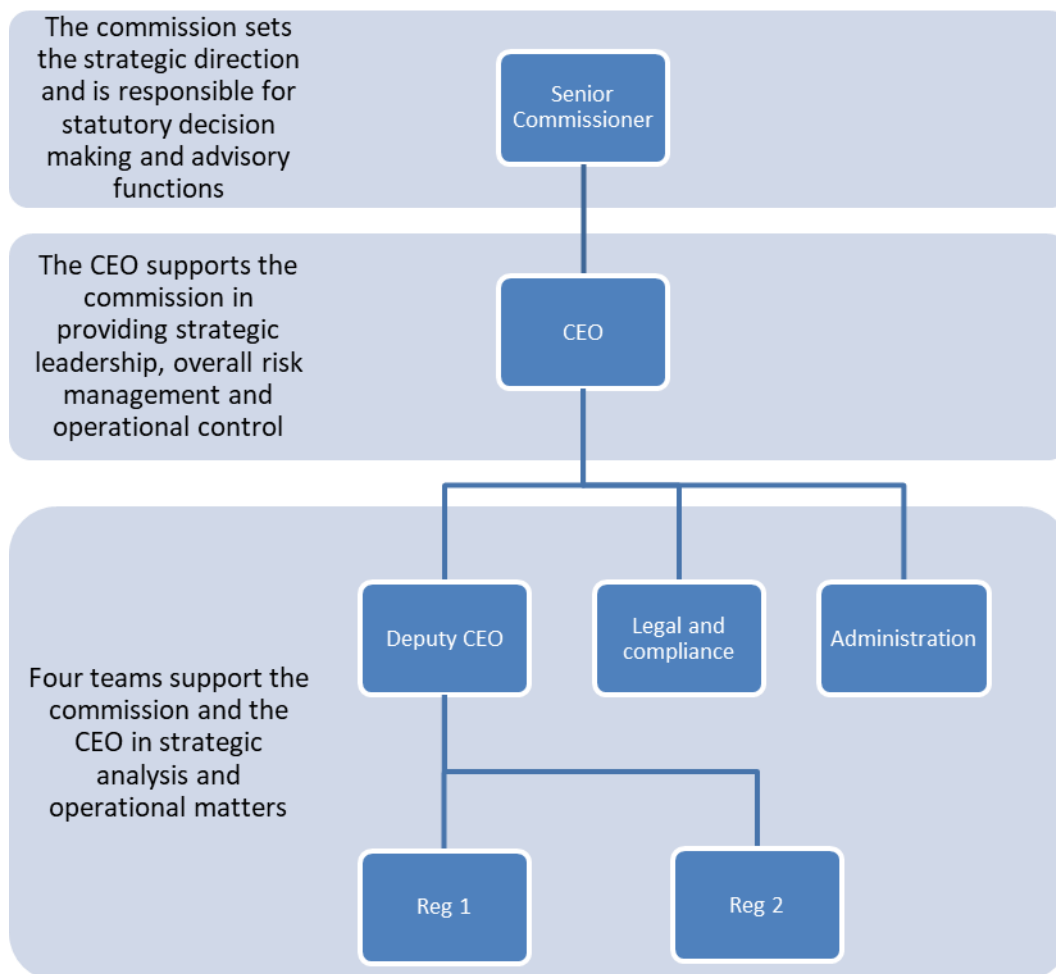
The commission secretariat is a permanent agency employing public servants to support the part time commissioner(s) in carrying out their decision making functions under the ICRC Act. The Chief Executive Officer (CEO) is responsible to the Territory and the commission for the management of the secretariat under the ICRC Act and other legislation relating to public sector management in the ACT including the *Financial Management Act 1996*. The CEO employs staff for the secretariat on behalf of the Territory, is responsible for implementing the commission's statement of intent effectively and efficiently, and regularly advises the commission about the commission's operation and financial performance.

As the Energy Industry Levy Administrator under the Utilities Act, the CEO is responsible for determining the levy imposed on energy utilities to recover energy industry regulatory costs.

The Treasurer is the responsible minister for the commission, with the commission forming a part of the Treasurer's portfolio.

## ORGANISATIONAL STRUCTURE

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## THE CEO'S DUTIES AND RESPONSIBILITIES

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The CEO is a results-driven, astute and influential leader who is responsible for the day-to-day leadership and management of the secretariat, and supports and advises the senior commissioner on regulatory matters, strategic planning and development, and risk and resource management. Experience in operating in a regulatory environment, coupled with the ability to build relationships with stakeholders and to manage change, are essential for success in this position.

### Key responsibilities and accountabilities

The CEO is accountable for key duties and responsibilities that include but are not limited to:

#### Strategy, planning and operations

1. Design, develop and implement strategies and operating policies that are tailored to the specific needs of the commission and the secretariat while being appropriately consistent and integrated with overall ACT Government policies and procedures.

2. Ensure the commission's Statement of Intent is implemented effectively and efficiently, including by managing a broad portfolio of regulatory activities and determining and managing the associated budgets and staffing requirements.
3. Contribute to the commission's decision making process by ensuring the senior commissioner receives robust, reliable, comprehensive and evidence-based advice, including on risks and risk management strategies, while ensuring the advice is consistent with key organisational objectives and high-level ACT Government policies.
4. Identify and define emerging issues of community concern and regulatory challenges for current and future years, and undertake forward planning to develop organisational strategies to address and exploit the challenges and opportunities.
5. Formulate, implement and advise the commission on organisational policies/approaches and provide specialist technical and professional advice on all matters relating to the achievement of the commission's objectives and other matters as required or directed by the commission or subject to any law of the Territory.
6. Guide commission staff in resolving new and emerging issues and implementing new regulatory approaches within a highly complex and dynamic operating environment requiring management of multiple stakeholders.
7. As the Energy Industry Levy Administrator, determine the energy industry levy imposed on energy utilities to recover the national and local regulatory costs associated with the ACT energy industry.

#### **People and culture**

8. Lead, motivate, coach and develop a small secretariat comprising highly specialised staff with diverse multi-disciplinary skills (economic, legal, compliance, financial, accounting and administrative) and effectively and efficiently manage expert consultants.
9. Allocate resources across multiple projects to meet the commission's objectives, obligations and priorities and manage resources flexibly to respond to new and emerging issues and meet ACT Government requests for advice on complex and contentious issues within tight timeframes.
10. Be a role model for expected workplace behaviours and promote a collaborative, high-performing, safe and healthy workplace and work environment.

#### **Communications and stakeholder relationships**

11. Ensure the commission's reports, public forums and other stakeholder communications are clear, meet the needs of diverse audiences, and provide appropriate transparency while protecting confidential and commercially-sensitive information.
12. Build and maintain effective and collaborative relationships with internal stakeholders in ACT Government directorates, and with a range of external stakeholders to cooperate in achieving successful outcomes for the ACT community and in meeting the ACT Government's policy requirements and the commission's statutory objectives.
13. Negotiate with a range of internal and external stakeholders on issues of high significance to the commission's operations and the effective operation of the secretariat.

## **Governance and reporting**

14. Contribute to good governance of the organisation and ensure the day-to-day operations of the commission secretariat, including staff and financial management, are consistent with applicable government policies, relevant commission policies, and legal requirements.
15. Provide regular and comprehensive advice and analysis to the commission on operational and financial performance, risks and risk management, strategic direction, internal and external relationships, and performance in the delivery of its outputs.
16. Be accountable for key components of the commission's annual reports, including the statement of performance, and the provision of budget and other information to the ACT Government.

## **Key stakeholders**

- Commission and commission secretariat
- Treasurer, other ACT Government ministers and members of the Legislative Assembly
- ACTPS directorates and other agencies
- Other regulators in the ACTPS and in other jurisdictions
- Regulated businesses
- Consumer and business representatives
- ACT community

## **SELECTION CRITERIA**

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A commitment to public service integrity and effective people management is essential. Applicants should be able to demonstrate their capacity to be responsive, manage a diverse workload with competing priorities to meet tight deadlines, and contribute to and support various activities across the Commission, including direct support to the senior commissioner. The successful applicant will be engaged under an executive contract. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Applications should address the selection criteria below which are based on the ACTPS Executive Capabilities:

### **Leads and values people**

- Motivates and develops people
- Values diversity and respects individuals
- Builds a culture of improving practice

### **Shapes strategic thinking**

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk

- Thinks broadly and develops solutions

#### **Achieves results with integrity**

- Develops organisational capability to deliver results
- Manages resources wisely and with probity
- Progresses evidence based policies and procedures
- Shows sound judgement, is responsive and ethical

#### **Fosters collaboration**

- Listens and communicates with influence
- Engages efficiently across government
- Builds and maintains key relationships

#### **Exemplifies citizen, community and service focus**

- Understands, anticipates and evaluates client needs
- Creates partnerships and co-operation
- Works to improve outcomes

Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision and effective management.

Information on Executive Capabilities for the ACTPS is available at

<https://www.cmtedd.act.gov.au/employment-framework/for-executives/actps-executive-employment-conditions>.

## **QUALIFICATIONS AND OTHER REQUIREMENTS**

Tertiary qualifications in economics, law, financial management or related fields are essential.

Extensive experience in applying regulatory frameworks, knowledge of current and emerging regulatory issues, and experience in operating in a regulatory environment are essential.

Experience in leading, motivating and developing small, specialised teams is essential. At least five years' experience in a senior leadership position is highly desirable.

Confirmation of employment will be subject to a police check.

Further information about ICRC can be found at: [www.icrc.act.gov.au](http://www.icrc.act.gov.au).