



ACT
Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and
Economic Development

Branch: Environment, Land and Technical
Regulation

Section: Utilities Technical Regulation

Position Title: Senior Regulatory Officer

Position Number: 46792

Classification: SOG C

Location: Hybrid working

Last Reviewed: December 2024

WHAT THE DIRECTORATE DOES

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

WHAT WE DO

The Section

Utilities Technical Regulation (UTR) supports the Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of licensed and unlicensed utilities. This ensures that essential services such as electricity, gas and water are delivered to the ACT community in a safe and reliable way. Further information on UTR is available at <https://www.accesscanberra.act.gov.au/business-and-work/building-and-construction/regulated-utilities-services>.

Within UTR, dedicated teams provide advice to the Technical Regulator on a range of technical and regulatory matters relating to utility infrastructure in the Territory, including Light Rail, electricity networks, and gas and water.

Senior Regulatory Officer

UTR is seeking a Senior Regulatory Officer to work with licensed and unlicensed utilities and multi-disciplinary personnel and to provide support for technical matters to assist with the development and delivery of regulatory projects.

The successful candidate must have highly developed communication skills, including the ability to develop a range of high-quality written documents, including strategic and operational documents, legal instruments and a range of briefings including matters of UTR annual compliance reports and Cabinet submissions. The candidate must have the ability to be able to work with a multi-disciplinary team to provide clear advice to the Technical Regulator, Minister and a range of stakeholders.

Applications with responses addressing the selection criteria and accompanying CVs are sought from people who can apply existing regulatory, project and/or policy experience to develop regulatory settings and shape the operational environment.

YOUR DUTIES AND RESPONSIBILITIES

- Lead the development of regulatory settings and coordinate communications in a dynamic environment.
- Work with a multi-disciplinary team including professional officers, consultants, policy and project officers responsible for the technical regulation of utilities.
- Provide strategic and operational policy advice to the Technical Regulator, the Minister and Cabinet on the regulation of utilities, including compliance with legislation.
- Work as needed with consultants and other government agencies on projects and issues that require multi-disciplinary responses.
- Produce quality written work including briefs, correspondence, legislative instruments, technical codes, guideline documents, and Ministerials.
- Liaise with internal and external stakeholders, particularly in relation to communicating legislative changes.
- Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.
- This position may involve direct supervision of staff.

SELECTION CRITERIA

Your suitability for this position will be assessed based on your **skills, knowledge** and **behaviour** in relation to the duties/responsibilities listed above.

Please refer to the advertising materials for information on how to apply.

Skills

1. Demonstrated ability to deliver a range of high-quality written documentation including complex strategic and operational documents, briefs, submissions, reports and legislative instruments.
2. Highly developed written and verbal communication skills, with demonstrated experience in working with a range of technical, policy, and legal experts to provide high quality advice to statutory office holders, Ministers, and Cabinet.

Knowledge

3. A clear understanding of a range of regulatory and government processes, with demonstrated capacity to apply this understanding to create operational policy relevant to the regulation of electricity networks and installations. Knowledge of other utility functions and licensing frameworks will be a consideration.
4. Demonstrated capacity to coordinate multiple stakeholders, including utilities, across the government agencies and other regulators to deliver efficient regulatory outcomes relevant to the regulation of electricity networks and installations.

Behaviours

5. Demonstrated ability to consistently display commitment to the implementation of the principles of workplace diversity, participative work practices, workplace health and safety, and compliance with the requirements of the Territory Records Act.
6. Demonstrated ability to work with a range of different stakeholders, particularly those from non-technical backgrounds, to consider resolutions to regulatory matters, whilst listening to and valuing feedback from these stakeholders.

QUALIFICATIONS/ REQUIREMENTS

- Tertiary qualifications in a demonstrably relevant field would be highly desirable.
- Experience in a regulatory environment, within a utility or policy area, is highly desirable.

Further information on working at CMTEDD can be found at:

http://www.jobs.act.gov.au/_data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Regulatory Officer (position number 46792) and indicates how frequently each of these requirements would be performed. Please note that CMTEDD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Occasionally
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Never
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE) required	Occasionally