

Role Statement

Role Title:	Planning Policies & Procedures Manager	Level:	PM&S Level 2
Status:	Individual Contributor		
Role Purpose:	This role manages the development and implementation of the organisations planning and investment policies and procedures as well as leading the development and implementation of associated change management processes.		

Minimum Role Accountabilities:

Context: *Dimensions relevant to this role*

Influence/Impact	Key stakeholder engagement and conflict resolution.
Leading & Developing	Experienced technical or professional leader contributing to long term workforce planning.
Difficulty	Implementing significant operational plan or change and resolving complex problems across multiple employees or cross functional activities.
Planning Focus	Operational planning or long term program planning for area of accountability.
Direction	Broad direction and guidance from senior management.

Accountabilities: *What I may be expected to do when I come to work in this role:*

- Advise, develop and implement planning and investment policies and procedures to scope, timing and cost requirements.
- Evaluate and analyse current business processes and practices with varying levels of complexity.
- Develop and implement efficient business processes to address planning and investment related issues.
- Undertake analysis and provide advice on regulatory or business issues as required.
- Monitor planning and investment aspects of current and proposed national and jurisdictional electricity industry regulations and work with the organisations regulatory strategy team to prepare responses.
- Business process definition and advice on opportunities for improvement.
- Implement change management and training plans associated with business process change.
- Perform other duties and responsibilities as may be directed by your manager, in line with the Work Level Standards for this role.

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Minimum Occupational Capability Requirements:

Essential: *the Knowledge, Skills, Accreditations, Licencing and/or Authorisations, you must have in this role to be safe and effective:*

- Degree level qualification in a technical, IT or business-related discipline.
- Extensive experience in policy and procedure development.
- Demonstrated experience in change management.
- Understanding and experience in interpreting and applying the technical, regulatory and compliance framework.
- Proven ability in the development of sound business processes.
- Computer literacy in Microsoft Office and systems.
- Strong organisation, prioritisation and time management skills.
- Established interpersonal skills and experience in engaging, negotiating and persuading internal and external stakeholders.
- Recognised analytical, problem solving and decision-making skills.
- Highly evident communication skills both written and oral.
- Demonstrated ability to work both as part of a team and independently.
- Proven high attention to detail, personal initiative and accuracy in data entry.
- Ability to exercise a high level of confidentiality and discretion when dealing with sensitive matters.

Elective: *may be required in this role but not all in this role may need it:*