

Research Officer

Statement of duties

Position number	724248
Location	Hobart
Division	Economic and Financial Policy
Branch	Office of the Tasmanian Economic Regulator
Award	Tasmanian State Service Award
Classification	General Stream, Band 4
Immediate supervisor	Assistant Director or Manager
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

Branch responsibilities

The primary responsibility of the Branch is to provide support to the Tasmanian Economic Regulator to regulate specified industries, with an aim to protect the long-term interests of Tasmanian consumers with respect to the price, quality and reliability of services provided by regulated entities.

Key tasks of the Branch include:

- providing advice across a broad range of issues to the Tasmanian Economic Regulator, with a particular focus on the electricity, gas, water and sewerage, taxi and compulsory third-party insurance industries;
- preparing reports as part of pricing investigations, inquiries and related activities;
- licencing regulated entities within the electricity, gas, and water and sewerage industries and maintaining relevant codes and guidelines;
- monitoring, researching and reporting on the performance of regulated entities;
- liaising with regulated entities; and
- consulting with stakeholder groups and customers and seeking feedback on the matters for which the Tasmanian Economic Regulator is responsible, including draft pricing decisions.

Position objective

The Research Officer will develop and utilise their existing skills and experience to contribute to the assessment by the Tasmanian Economic Regulator of Tasmania's gas and electricity supply industries and the water and sewerage industry by monitoring, researching, analysing and reporting on their performance in relation to the Regulator's obligations and objectives. The position plays a particularly important role in supporting the work of more senior Branch members through the undertaking of research and analysis and the provision of accurate and quality advice.

In the context of the selection criteria, to be successful in the position applicants will have:

- the capacity to undertake data modelling, including undertaking research and analysis;
- the ability to understand and provide sound advice on financial and non-financial information;
- the ability to communicate effectively with a range of stakeholders; and
- the capacity to show initiative and be a strong contributor in a small team environment.

Primary duties

The Research Officer's primary duties include:

- assisting with pricing investigations in relation to the Tasmanian electricity and water and sewerage sectors and assist in supporting the outcomes;
- assisting with inquiries and reports undertaken for the Regulator;
- assisting in the preparation of reports relating to the Regulator's role as Energy Security Monitor and Assessor;
- assisting in the analysis and review of performance reports submitted by regulated entities in the Tasmanian electricity, gas and water and sewerage sectors;
- assisting in monitoring and reporting on interstate and inter-jurisdictional trends and issues relating to performance in the gas and electricity supply industries and the water and sewerage sector and identifying their potential impact in the Tasmanian context;
- assisting in developing and maintaining guidelines for industry performance reporting to meet the needs of stakeholders;
- undertaking statistical analysis, interpretation and presentation of data and provide recommendations where appropriate; and
- other duties as directed in relation to the regulation of the natural gas and electricity industries, water and sewerage industry and other industries within the Regulator's responsibility.

Level of responsibility, direction and supervision

The Research Officer requires an understanding of operational guidelines, systems and processes and will receive general direction from the Assistant Director or Manager to achieve the required outcomes. The Research Officer co-ordinates and integrates operational functions, interpreting the decision-making framework within which the work activity occurs to resolve complex operational issues. The Research Officer may also supervise a small team of employees, including instruction, guidance and mentoring.

Supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

Selection criteria

Relative merit of candidates for this position is assessed using the following selection criteria:

1. Communication

Demonstrates capacity to: prepare all documentation with good accuracy and drafts of information that require interpretive ability; clearly and succinctly convey ideas and information, including to present a case in support of recommendations; and interpret and explain complex operational matters.

2. Output management

Demonstrates capacity to: plan organise, schedule, prioritise and complete assigned tasks within own area of responsibility; and contribute to and deliver outcomes with a client focus.

3. Conceptual, analytical and judgement

Demonstrates capacity to: exercise judgement in applying policies, rules and regulations; make timely and accurate decisions and resolve complex operational challenges; and provide operational advice using well developed expertise.

4. Leadership and people skills

Demonstrates capacity to: guide and instruct staff in relation to systems and procedures; work effectively in a team and share ideas to improve practices, systems or processes; and behave in alignment with Treasury's Values.

5. Technical and professional*

Demonstrates knowledge, skill and ability in relation to the role or the capacity to rapidly acquire competency.

The above selection criteria are weighted equally for assessment purposes.

* Qualifications and requirements

Desirable – Diploma or Advanced Diploma, completion, or partial completion, of relevant tertiary qualifications.

Approved: Kirstan Long, Director

Date: 19 April 2023

For further information please email recruitment@treasury.tas.gov.au, or visit www.treasury.tas.gov.au

Working at Treasury

Staff who support the independent Tasmanian Economic Regulator are employees of the Department of Treasury and Finance.

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and helping them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*).