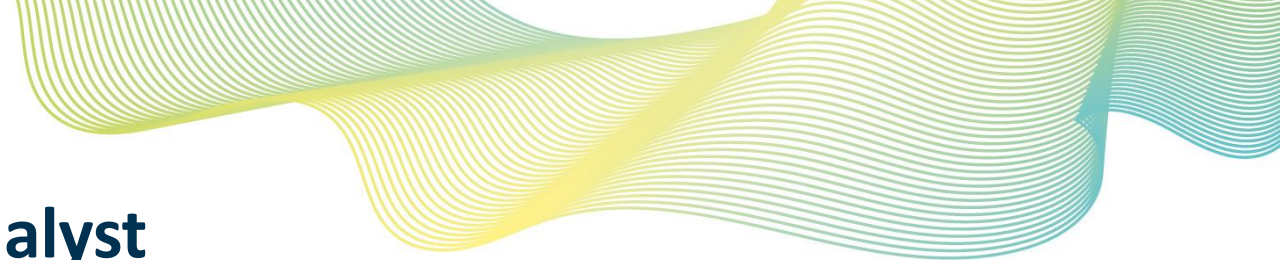


# Ready to challenge yourself?

At Hydro Tasmania, we're leaders in renewable energy, powering Australia with clean hydropower. We really care about making a difference for better, but it's a big job and we can't do it alone. Which is where you come in.

A career with us will support you to be the best you can be with open working relationships, genuine opportunity to try things your way and unwavering commitment to excellence.

**Together we'll make a difference.**



# Position Description: **Senior Policy Analyst**

## **Role Overview**

- **Position Classification:** HT5
- **Number of Direct Reports:** NIL
- **Delegation Level:** DL7, <1K
- **Team, Business Area:** Strategic Policy, Strategy
- **Immediate Manager:** Head of Strategic Policy
- **Manager-One-Removed:** Executive General Manager Strategy

## **Role Purpose**

The Senior Policy Analyst will play a pivotal role in shaping and advancing Hydro Tasmania policy agenda. This position requires substantial experience with a deep understanding of the Energy industry and a proven track record in policy analysis, research and advocacy. The role will collaborate with internal stakeholders and external partners in developing and implementing effective policy strategies that align with Hydro Tasmania's objectives.

# Position Description: Senior Policy Analyst

## Role Accountabilities

### Strategy Execution (customer, community and stakeholders)

- Identify new areas and opportunities and work with internal stakeholders to translate this into delivered value.

### Financial (budget expenditure, revenue, profit targets, etc)

- N/A.

### Leadership and Organisation

- Develop and manage against annual plans, including:
  - Where necessary, prepare content and review of the development of the deployment of annual Policy and Regulatory engagement and issues management strategies, Industry Engagement Plans, annual Federal Engagement Plan, and other team plans.
  - Where necessary, prepare content and review of business strategy processes and governance processes such as the Corporate Plan, Statement of Corporate Intent, Annual Report, and other similar documents.
- Provide guidance and mentorship to junior policy analysts.
- Lead cross-functional teams on specific policy initiatives.
- Represent the organisation in policy-related forums and conferences

### Technical

- Support the Strategic Policy Team, including:
  - Advise on multi discipline issues which include policy, regulatory, government and/or national market issues.
  - Research emerging renewable energy opportunities for Hydro Tasmania (including industry trends, environmental market issues, new technology, commercial deals, and other issues that may impact on business activities) and assist in the identification of strategies to pursue these.
  - Advise in the interpretation of modelling outcomes, including inputs, assumptions, and results.
  - Monitor, analyse and advise on international, national, and competitor industry context and best practice.
  - Advise and develop documentation, presentation materials, and communications for external stakeholders.
  - Effectively communicate of findings and implications with key Corporation and external stakeholders.

# Position Description: Senior Policy Analyst

- Advise on wholesale issues with electricity retail and climate change policy.
- Advise on issues relating to Tasmanian Government energy policy.
- Advise on issues relating to Tasmanian government's contribution to the Energy and Climate Change Ministerial Council on energy and environment related matters.
- Develop issues papers, hold internal forums and represent Hydro Tasmania's position on national panels and working groups.
- Develop industry and regulatory submissions.
- Undertake ad-hoc projects and tasks as required by other team members
- Provide effective advice to internal colleagues in respect of the development of strategic policy and investigations to ensure the Corporation's commercial interests are advanced, including:
  - Liaise closely with senior team members in respect of the Corporation's (including JVs) market development research and strategic public relations and influencing.
- Ensure effective co-ordination of submissions to shape Local, State and Federal Government policy and regulations.
- Ensure that high level research and research outcomes on key market development issues are developed and take into account Hydro Tasmania's business interests.
- Research emerging business opportunities for Hydro Tasmania.
- Develop submissions on Local, State, and Federal Government matters that benefit Hydro Tasmania's business and ensure these are consistent with Hydro Tasmania's policy positions.
- **Data Management and Reporting:**
  - Collect, organise, and maintain relevant data and information.
  - Prepare reports and presentations summarising policy analysis and recommendations.
  - Present findings to senior management and other stakeholders as needed.



# Position Description: Senior Policy Analyst

## Candidate Attributes

### Technical Skills and Qualifications

- Tertiary qualifications in an appropriate discipline(s).

### Experience

- 5 years' experience in a similar role.
- Proven experience as a policy analyst with a focus on senior-level responsibilities.
- Previous experience in energy, environment, economic planning, policy, or analytical roles.

### Capabilities

- Strong analytical and critical thinking skills.
- Excellent written and verbal communication skills.
- In-depth knowledge of the specific policy area relevant to the organisation.
- Proven ability to quickly gain a working knowledge of new environments, systems, and methodologies.
- Ability to gather and assimilate information from various sources and convey to others in a clear and concise manner.
- Excellent customer focus and the ability to work to deadlines, prioritise and manage multiple projects, and take initiative to achieve outcomes.

- Demonstrated ability to work collaboratively with others across different business areas, building effective working relationships to complete coordinated deliverables.
- Developed problem solving skills with the ability to analyse problems logically and contribute as part of a team to develop of value-adding business strategies.
- Well-developed written and oral communication skills, including the ability to deliver engaging presentations.
- Ability to be externally focussed and take a broad strategic view.
- Ability to communicate with/to and influence key stakeholders on business issues relevant to the area of expertise.
- Demonstrated business acumen.

### Change Mindset

- You identify and implement opportunities for continuous improvement/Lean initiatives within your team and across the business.
- You embrace change and encourage others to do the same.
- You display resilience and persistence to achieve positive change outcomes.



# Position Description: Senior Policy Analyst

## Change Mindset

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- You embrace change and encourage others to do the same.
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## Growth Mindset

- You see challenges and failures as opportunities.
- You actively seek and learn from feedback.
- You have a mindset of development, determination and opportunity.
- You seek opportunities to develop and grow into a future leader of the business.

## Behavioural Competencies

- See the Behavioural Competency Framework on the following page.

# Position Description: Senior Policy Analyst

## Behavioural Competency Framework

Competency	Description	All of us
Innovation & Continuous Improvement	Looks for new and better ways of doing things. Adapts to change to promote growth and improvement.	<ul style="list-style-type: none"><li>• Continually looks for opportunities for Lean improvements</li><li>• Follows ideas through to action, reflects and always seeks to do better</li><li>• Demonstrates diverse thinking and embraces change</li><li>• Encourages peers to do the same</li></ul>
Collaboration	Breaks down silos, works across boundaries and builds relationships to achieve outstanding results to be proud of.	<ul style="list-style-type: none"><li>• Actively looks for opportunities to share knowledge and utilise strengths</li><li>• Works co-operatively to achieve shared objectives</li><li>• Recognises others for their contributions and accomplishments</li><li>• Gains and demonstrates trust and support for others through actions</li></ul>
Builds effective working relationships	Embraces and encourages an environment of respect and trust.	<ul style="list-style-type: none"><li>• Supports equal and fair treatment for all</li><li>• Is seen as a team player and finds common ground in a respectful way</li><li>• Seeks and provides feedback to improve working relationships</li></ul>
Accountability	Stands up and takes ownership for achieving results. Sets high standards for self and others.	<ul style="list-style-type: none"><li>• Follows through on commitments and encourages others do the same</li><li>• Takes personal responsibility for own timely and quality activities</li><li>• Designs feedback into the ways of work to support 'growth mindset'</li><li>• Provides exceptional service to stakeholders and customers</li></ul>
Judgement	Identifies and acts on issues and develops quality solution, setting high standards of decision making.	<ul style="list-style-type: none"><li>• Always role models our values</li><li>• Demonstrates rigor to make effective and quality decisions</li><li>• Stands up and acts when issues arise with a sound and level-headed approach.</li><li>• Keeps informed of activities and evolutions in the broader business</li></ul>

## Leadership Behavioural Competency Framework

Competency	People Leaders and Senior/Specialists Experts (need to demonstrate competence at 'all of us' level, in addition to the below five General Behavioural competencies People leaders also need to demonstrate the two Leadership competencies):	Senior Leaders (Senior Leaders need to demonstrate competence at 'all of us' & People Leaders levels, in addition to the below):
Innovation & Continuous Improvement	<ul style="list-style-type: none"> <li>• Encourages diverse thinking and curiosity</li> <li>• Creates space for others to improve and innovate</li> <li>• Celebrates successes and learns from mistakes, both personal and within the team</li> <li>• Ensures Lean and continuous improvement initiatives are shared and applied across the business</li> </ul>	<ul style="list-style-type: none"> <li>• Applies multiple, varied approaches to foster and facilitate innovative ideas</li> <li>• Respectfully challenges the status quo to continually evolve the way we do things</li> <li>• Drives teams and individuals to adopt and sustain change</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>• Actively creates a climate that breaks down silos</li> <li>• Promotes and communicates shared contributions and goals widely</li> <li>• Leans in to tackle challenges outside of own traditional scope</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitates open, 2-way dialogue across business areas and with a wide variety of stakeholders</li> <li>• Shares successes and learnings within the Leadership Teams and across the business</li> </ul>
Builds effective working relationships	<ul style="list-style-type: none"> <li>• Demonstrates a genuine interest in people across teams</li> <li>• Can effectively influence outcomes for the team and business</li> <li>• Can effectively resolve conflicts and problems swiftly</li> <li>• Uses feedback to grow self and others</li> </ul>	<ul style="list-style-type: none"> <li>• Builds effective internal and external networks</li> <li>• Can influence broadly at all levels</li> <li>• Builds an environment of trust while embracing healthy and respectful debate</li> </ul>
Accountability	<ul style="list-style-type: none"> <li>• Connects teams to business priorities and empowers others to achieve established objectives</li> <li>• Establishes and meets stakeholder and customer needs</li> <li>• Drives individual accountability within and across teams</li> <li>• Regularly provides genuine and constructive feedback to peers and team members, providing opportunities for growth</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes clear team objectives that are aligned to what truly matters to achieve success</li> <li>• Inspires others to assume ownership of goals and achieve results</li> <li>• Actively engages in broader multi faceted programs of work across the business</li> </ul>
Judgement	<ul style="list-style-type: none"> <li>• Makes well informed decisions, even when information is incomplete or not clear</li> <li>• Anticipates issues, sees opportunities and acts on these</li> <li>• Considers business challenges outside of immediate business area and engages in critical questioning/discussions with peers</li> </ul>	<ul style="list-style-type: none"> <li>• Provides clarity for others, even when issues are complex</li> <li>• Makes sound complex or tough multi tiered decisions that achieve the right business outcomes</li> <li>• Proactively engages in cross business matters and initiates critical questioning/thinking with other leaders</li> <li>• Shifts gear based on changing organisational needs or climate</li> </ul>
Leading & inspiring others	<ul style="list-style-type: none"> <li>• Creates and develops a team where people are empowered and want to do their best</li> <li>• Fosters feeling of positivity, belonging and invites curiosity and input from all</li> </ul>	<ul style="list-style-type: none"> <li>• Builds high-performing and diverse teams that have impact</li> <li>• Instils a relentless focus on customer and stakeholders in others</li> <li>• Builds the talent and capability of the workforce to meet future needs</li> <li>• Mentors colleagues across the business</li> </ul>
Leading into the future	<ul style="list-style-type: none"> <li>• Demonstrates personal commitment to the strategy, vision and purpose</li> <li>• Can articulate to others the Hydro Tasmania vision and purpose in an inspiring way</li> <li>• Creates positivity and empowers others to embrace change and look for the opportunity in every challenge.</li> </ul>	<ul style="list-style-type: none"> <li>• Creates and delivers strategic plans to ensure the organisation moves towards its vision</li> <li>• Can distil the meaning of strategy, vision and purpose and positively influence the way others feel about the future and engage in their work</li> </ul>



# Organisational Values: Our Way



## All about our customers

Creating a brighter future for our customers is at the heart of every decision we make. We take time to listen, learn and adapt to deliver innovative product solutions impact solutions that genuinely meet their needs.



## Keep each other safe

We've got each other's backs. We care for the well-being of our colleagues and communities and we courageously speak up when things aren't right.



## Do the right thing

It's up to all of us to leave a positive legacy for this world. We do the right thing by each other, our communities and our planet by acting with integrity and honesty in all that we do.



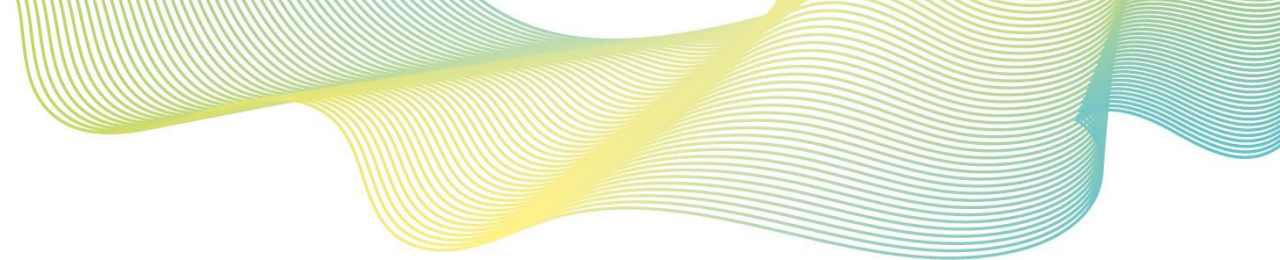
## Better together

We create meaningful opportunities when we work together to unlock the power of our diverse talents. We can do great things when we listen and learn from each other's perspectives.



## Find a way

We're up for solving even the toughest challenges. We collaborate, innovate and persevere until the job is done. And then we get up and do it again.



# Organisational Requirements

## Health, safety and security

Fosters and adheres to a culture that enables self and others' safety to make good choices at the forefront of all actions. Contributes to our ability to deliver our services by demonstrating an understanding of cyber security standards and applying them to relevant activities in the workplace.

## Compliance and standards

Ensures compliance through actively engaging with stakeholders and maintains awareness of relevant legislation, laws, regulations, standards, codes and Hydro Group policies and procedures. Influences continuous improvement and positive outcomes so they are viewed as adding value.

## Diversity and inclusion

Hydro Tasmania group supports applications from all members of our community and equitable access to our employment opportunities. We are open to discussing workplace flexibility in all our vacancies, to ensure we can attract the best candidates and accommodate individual needs, differences, disabilities and working arrangements, even in ways we have not thought of. Our merit based recruitment practices are founded on building diversity by fostering an inclusive, flexible and equitable workplace.