

## Interested projects at the intersection between climate change, resilience and electricity networks?

### Project Officer

Energy Networks Australia (ENA) are looking for a new team member to help shape Australia's energy future.

Energy Networks Australia is the peak national body representing Australia's gas distribution and electricity transmission and distribution network businesses. These businesses deliver energy to nearly every household and business in the country. We are a key participant in the development of a better understanding of energy issues across the entire Australian community.

Reporting to the **Head of Distribution**, the **Project Officer** works in a small team focused on the role of electricity network assets in a transforming energy sector.

This is an exciting and challenging position with a salary package that reflects the demands of the role. The position is based in the Melbourne CBD. It would suit someone with up to 3 years' experience with a strong interest in the intersection between climate change, resilience and electricity networks.

#### What the role involves:

- » Provide secretariat support to the Asset Management Committee through the coordination of meetings, contact and distribution lists, agendas, meeting papers, minutes and work plans;
- » Provide secretariat support for the Asset Management Committee's Project Working Groups through the coordination of meetings, contact and distribution lists, agendas, meeting papers, meeting minutes and development and management of committee annual work plan;
- » Assist with the development of new project business cases, manage administrative tasks for projects and contracts, prepare and deliver progress reports in a timely manner;
- » Assist in the development of advocacy material, such as Energy Insider articles;
- » Organise events on behalf of the Asset Management Committee;
- » Liaise with internal and external stakeholders as required;
- » Provide secretariat support as required to the Head of Transmission in the management of Transmission Committee meeting papers, minutes and work plans; and
- » Other duties as directed to support the activities of Energy Networks Australia.

## Employment Opportunity | Project Officer

### What's on offer

**Salary range \$80,000-\$85,000 (including superannuation) with potential bonus**

This is an exciting and challenging position based in Melbourne CBD. While your role will focus on electricity network assets in a transforming energy sector, you will work across the organisation. You will gain experience by becoming involved in committees and working groups, with significant exposure to and interaction with senior executives in the industry.

ENA is supportive of further professional development and learning and will help you grow your skills and develop further knowledge of the energy sector.

The right candidate will be offered a salary between \$80,000 to \$85,000 (incl super) depending on experience. In addition to this, an annual performance bonus will be offered.

### Ready to apply?

To apply for the above position, **please forward your CV and a short statement** outlining how your experience and skills addresses the following selection criteria:

*What we're looking for:*

- » Tertiary qualification and/or energy industry experience in Science, Engineering or Technology, is desirable but not essential;
- » Excellent organisational skills to be able to manage own work and make effective decisions;
- » Articulate with effective written and verbal communication skills, including editing and document management;
- » Strong interpersonal skills that enable successful liaison with external regulatory bodies, Energy Networks Australia's members and other stakeholders;
- » Experienced with Microsoft office suite, MS Teams and other digital collaboration software;
- » Ability to work collaboratively as part of a diverse team.

*Highly desirable:*

- » Qualification or experience in project and contract management;
- » An interest in the relationship between climate change, natural disaster resilience and electricity networks; and
- » Experience in industry or a member-based association or similar.

Please forward your CV, together with a statement addressing the selection criteria to **Alan Wilson** at [alan@alanwilsonconsulting.com.au](mailto:alan@alanwilsonconsulting.com.au)

Further enquiries can be made by contacting **Fiona Clothier** by email [info@energynetworks.com.au](mailto:info@energynetworks.com.au)

For further information, see our website at <https://www.energynetworks.com.au>