

## Interested projects at the intersection between climate change, resilience, and gas 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 Renewable Gas**, the **Project Officer** works in a small team focused on the role of the renewable gas network 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 gas networks.

### Energy Networks Australia's Gas Committee

ENA's gas committee aims to develop and promote the gas distribution industry through leading public policy debate, information exchange, professional development and industry capacity development, and to do so in a manner which provides value to Energy Networks Australia members and efficiently uses industry resources. The work of the gas committee is delivered via four strategic themes:

- » Renewable gas advocacy: supporting the near-term role of natural gas and a pathway to renewable gas.
- » Demonstrating the role of renewable gases.
- » Supportive policy developments.
- » Technical leadership and innovation in gas networks.

The committee has established different working groups to deliver projects in support of the strategic themes.

### What the role involves:

- » Provide secretariat support to the Gas Committee through the coordination of meetings, contact and distribution lists, agendas, meeting papers, minutes and work plans;
- » Provide secretariat support for the Gas 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;

## Employment Opportunity | Project Officer

- » 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 Gas Committee;
- » Liaise with internal and external stakeholders as required; and
- » Other duties as directed to support the activities of Energy Networks Australia.

### What's on offer

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

While your role will focus on renewable gas networks in a transforming energy sector, you will also 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 renewable gas networks; and
- » Experience in industry or a member-based association or similar.

## Employment Opportunity | Project Officer

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>