

Employment Opportunity

Exciting role in Australia's most dynamic sector

Project Officer

Salary range \$75,000-\$85,000 (including superannuation) with potential bonus

Energy Networks Australia is the national industry body representing businesses operating Australia's electricity transmission and distribution and gas distribution networks. Our members provide more than 16 million electricity and gas connections to almost every home and business across Australia. For further information, see our website at <http://www.energynetworks.com.au>.

We are seeking an enthusiastic team player to join our organisation and play a part in helping shape our energy future. 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.

The Project Officer is responsible for supporting the delivery of a range of projects and policy support, including coordinating materials and organising meetings for member committees.

The position is based in Melbourne.

Key Areas of Responsibility:

- » Manage the Asset Management Committee, Transmission Committee and Project Working Groups through the coordination of meetings, agendas, meeting papers, minutes and work plans;
- » Support the Head of Transmission on various transmission policy development projects;
- » Assist with the development of new project business cases, technical work, knowledge sharing and reporting across a variety of key network issues such as safety;
- » Assist in the development of advocacy material, such as Energy Insider articles; and
- » Liaise with internal and external stakeholders.

Selection Criteria – all applications must address the criteria below

1. Tertiary qualification or appropriate professional qualification in a relevant subject and/or energy industry experience;

2. Excellent organising skills to be able to manage own work and make effective decisions;
3. Articulate with effective written and verbal communication skills, including editing and document management;
4. Ability to work collaboratively as part of a diverse team.

Applications

All applications to be emailed directly to info@energynetworks.com.au and addressed to **Dor Son Tan**, no later than **5pm, Monday 2 November 2020**.

Please note, **applications must include a copy of your CV and address the selection criteria** to be considered.

Further enquiries can be made by contacting info@energynetworks.com.au