

Project Officer

Salary range \$80,000-\$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 General Manager Networks, the Project Officer works in a small team focused on the role of energy network assets in a transforming energy sector. This role is responsible for the delivery of a range of projects, coordinating committees, working groups, external consultants and contractors to deliver beneficial outcomes for Energy Networks Australia's members.

The Project Officer will maintain Energy Networks Australia-owned industry guidelines and facilitate the development of new guidelines with members, as well as facilitating network industry input into the review and development of Australian Standards through Standards Australia.

Key Areas of Responsibility:

- » Manage a range of projects, including coordinating the operation of working groups and committees;
- » Assist with the development of new project business cases, manage administrative projects and contracts, prepare and deliver progress reports in a timely manner;
- » Liaise with Government agencies, energy network businesses, consultants, contractors and other stakeholders as required;
- » Maintain Energy Networks Australia's suite of industry guidelines, which includes the periodic update of current guidelines and the development and publication of new guidelines in conjunction with members;
- » Facilitate Energy Networks Australia member representation on all relevant Standards Australia committees with Standards Australia; and
- » Operate as an active member of the team to support the activities of Energy Networks Australia.

Selection Criteria:

To apply for the above position, **all applicants must submit a brief statement** addressing the following selection criteria:

Essential:

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 that of committees;
3. Highly articulate with effective written and verbal communication skills, including editing and document management;
4. Capability to plan own work and make effective decisions; and
5. Ability to work collaboratively as part of a diverse team.

Desirable

6. Degree in Science, Engineering or Technology;
7. Experience in project and contract management; and
8. Experience with a member-based association.

Please forward your CV, together with a statement addressing the selection criteria to Jill Cainey at, info@energynetworks.com.au no later than **5pm, Wednesday, 22 May 2019**. Please note that applications that are not accompanied by a statement against the selection criteria will not be considered for this position.

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