



Job Description

General details:	
Reference number:	VRN 19/10
Title:	Business Analyst
Designation:	ORER Level 2 (APS 6 Equivalent)
Salary Range:	\$69,925 - \$77,330
Division:	Office of the Renewable Energy Regulator (ORER)
Section:	REC Registry Team
Location:	Canberra
Immediate supervisor:	REC Registry Manager (EL1)
Security classification:	Highly Protected
About the ORER:	<p>The Office of the Renewable Energy Regulator was established to implement the <i>Renewable Energy (Electricity) Act 2000</i> and the <i>Renewable Energy (Electricity) (Charge) Act 2001</i>. ORER's aim is to 'Administer and regulate the national renewable energy target scheme to encourage increased renewable electricity generation'.</p> <p>Please note: The nature of the position and duties described may change following the passage of legislation to establish the Australian Climate Change Regulatory Authority (ACCRA). The ORER is to be subsumed into the ACCRA once it is fully established.</p>

Duties

The work of the REC Registry Team is to manage the relationship with the ORER's REC Registry service provider, troubleshoot day-to-day issues as they arise and to progress the continuing development of the REC Registry.

The successful candidate will work within the REC Registry team, however may be required to assist with the work of other ORER teams from time to time.

The successful candidate will be required to engage with external stakeholders on the administration and support of the REC Registry system, and work with internal stakeholders to document, prioritise and translate business requirements in to technical specifications.

Specific duties include:

1. Actively promote ICT/business engagement. Manage and maintain client relationships and facilitate workshops and other information gathering sessions with both internal and external stakeholders.
2. Develop high quality business specifications and documentation to facilitate the development of the REC Registry.
3. Provide advice to internal and external stakeholders including governments, industry and householders.
4. Develop and maintain relationships and manage sensitive negotiations with stakeholders on program initiatives which may involve ambiguity, conflict and/or political sensitivity and suppliers on technical matters including the development and implementation of the REC Registry
5. Undertake data, business and systems analysis.
6. Either directly or through the team, preparation of high quality, high level and timely written or oral advice to the Regulator and Ministers regarding the implementation of the program.
7. Represent the Office and participate in significant meetings as required.

Security assessment

This position is a security assessed position. The successful applicant will be required to undergo a security assessment to obtain Highly Protected security clearance.

Selection criteria

1. Strong interpersonal skills including a demonstrated ability to develop and maintain productive relationships to encourage IT/business engagement
2. Demonstrated ability to undertake business process and/or systems analysis
3. Capacity to learn and the ability to support and troubleshoot corporate applications
4. Highly developed written, oral and interpersonal communication skills, and the ability to consult and negotiate with departmental staff, clients, contractors and industry representatives. This includes
 - a. the proven ability to produce documentation of high quality in a timely fashion
 - b. an ability to deliver oral presentations and to represent the ORER in meetings with stakeholders
5. Proven ability to promote organisational change, including the ability to deal positively with uncertainty and cope effectively in an environment characterised by change
6. Intermediate knowledge of the Microsoft Office suite of applications, to be used in gathering and documenting business requirements, presentations and process mapping.
7. An appreciation of, interest and experience in, renewable energy policies and programs would be an advantage.
8. A sound knowledge of Government policies on Workplace Diversity, Workplace Participation, and Occupational Health and Safety and the ability to apply and promote them in the workplace.

Please note: Applications will not be acknowledged on receipt. Only shortlisted applicants will be contacted regarding the next phase in the selection process.

Applications close: Tuesday 6th April 2010

Direct enquiries can be made to Philippa Murphy at Catch Recruitment on (02) 6232 7359 or emailing philippa@catchrecruit.com.au.

Complete applications should be mailed to Catch Recruitment, GPO Box 1601, Canberra City ACT 2601, or apply online at www.catchrecruit.com.au/employment-opportunities.html