



Candidate Information Pack

Office of Energy and Climate Change
Director Energy Operations

June 2022

About the Office of Energy and Climate Change

The [Office of Energy and Climate Change](#) (OECC) was established in the Treasury Cluster in April 2022. OECC is led by Deputy Secretary of Energy, Climate Change and Sustainability (ECCS) Rachel Parry, and Energy Corporation of NSW ([EnergyCo](#)) Chief Executive James Hay, who each report to NSW Treasury Secretary, Dr Paul Grimes.

One of the central planks of NSW's economic policy agenda is ensuring the state leads the way on climate change and seizes the opportunities from the transformation to a new low-cost, clean energy economy. Establishing OECC within the Treasury Cluster enables the government to harness and leverage synergies and expertise across Treasury – and it opens up exciting new opportunities for Treasury to play a highly influential role in responding to the significant economic and environmental challenges.

More information on key priorities and programs:

- [Energy NSW](#)
- [Electricity Infrastructure Roadmap](#)
- [Net Zero Plan](#)
- [AdaptNSW](#)
- [Energy Saver](#)
- [GreenPower](#)
- [NSW 2040 Economic Blueprint](#)

Energy Climate Change and Sustainability (ECCS)

The ECCS directorate, led by Deputy Secretary Rachel Parry, has had a long history of partnering with Treasury to deliver the Government's strategic policy, programs and major initiatives on renewable energy and energy security, climate change and environmental sustainability. ECCS consists of the following three divisions:

- **Climate Change & Sustainability,**
- **Energy Division**
- **Strategy and Implementation.**

Climate Change and Sustainability Division (CCS)

Climate Change and Sustainability Division, led by Executive Director Kate Wilson, is working to achieve net zero emissions by 2050, building resilience to climate change, creating new jobs and cutting household costs, attracting investment and transitioning to a circular economy. (See strategy document below). We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seek to embed Aboriginal cultural awareness and knowledge throughout the department. We are committed to the Sustainable Development Goals - promoting prosperity while protecting the planet.

CCS comprises 7 branches, each led by a Director:

- ***NZIIP Emissions Intensity Reduction:*** supports the decarbonisation of high emitting industry and industrial precincts
- ***NZIIP Low Carbon Industries:*** supports the sustained growth of clean technologies and new industries producing low emissions materials
- ***Climate Adaptation and Opportunity:*** prepares government, primary industries and community to manage climate associated risks and develop new opportunities
- ***Circular Economy & Sustainability:*** transforms government and industry to a sustainable, net zero future
- ***Transport & Energy Demand Reduction:*** delivers Net Zero Transport and Energy Demand Reduction programs
- ***NABERS and Building Sustainability:*** delivers NABERS to reduce resource use across the building sector, with focus on net zero emissions
- ***Climate Change & Sustainability Policy:*** provides strategic policy advice to the Minister and NZECEB and deliver cross sector transformative initiatives

Key initiatives:

- CCS leads the implementation of NSW [Net Zero Plan](#), as well as climate change adaptation, circular economy and sustainability initiatives.
- [Net Zero Emissions and Clean Economy Board](#)
- Clean technology commercialisation grants program: <https://www.energysaver.nsw.gov.au/reducing-emissions-nsw/net-zero-industry-and-innovation/clean-technology-innovation/clean-technology-commercialisation-grants>

Energy Division

The Energy Division, led by Executive Director Andrew Lewis, focuses on providing reliable, affordable, safe, and secure energy to households and businesses of NSW. The Division is comprised of the following branches:

- Energy Operations (including energy and utilities emergency management),
- Energy Program Delivery
- Energy Consumer and Competition Policy,
- National Energy Markets, Energy Programs,
- Clean Energy and Hydrogen
- Energy Social Programs.

Some of the key activities and priorities of Energy Division include:

- Influencing national energy policies and reforms with a key focus on resource adequacy, aging thermal generator exit measures, and transmission and access reforms under the Post-2025 National Energy Market reforms
- Progressing work on nationally significant transmission projects - HumeLink and the Victoria NSW Interconnector - West (VNI West) - in collaboration with the Australian and Victorian governments
- Supporting the Minister's public safety and energy security functions, including energy emergency management responsibilities, under relevant NSW legislation
- Being the NSW regulator for gas networks and licensed pipelines
- Delivering Climate Change Fund Energy Programs and over \$300 million annually in energy social programs to support households experiencing difficulty paying their electricity bill and staying connected to an essential service
- Reforming NSW energy rebates programs to address equity of access to clean energy benefits for low-income households
- Developing and implementing the NSW Hydrogen Strategy, which will provide \$3 billion of incentives to support development of the hydrogen industry in NSW including grant programs to develop hydrogen hubs in the Hunter and Illawarra (more information available on <https://www.energy.nsw.gov.au/renewables/renewable-generation/hydrogen>)

Strategy and Implementation Division (S&I)

Strategy & Implementation, led by Executive Director Alison Pepper, has played a central role in developing and driving the implementation of the [NSW Electricity Infrastructure Roadmap](#) over the past two years.

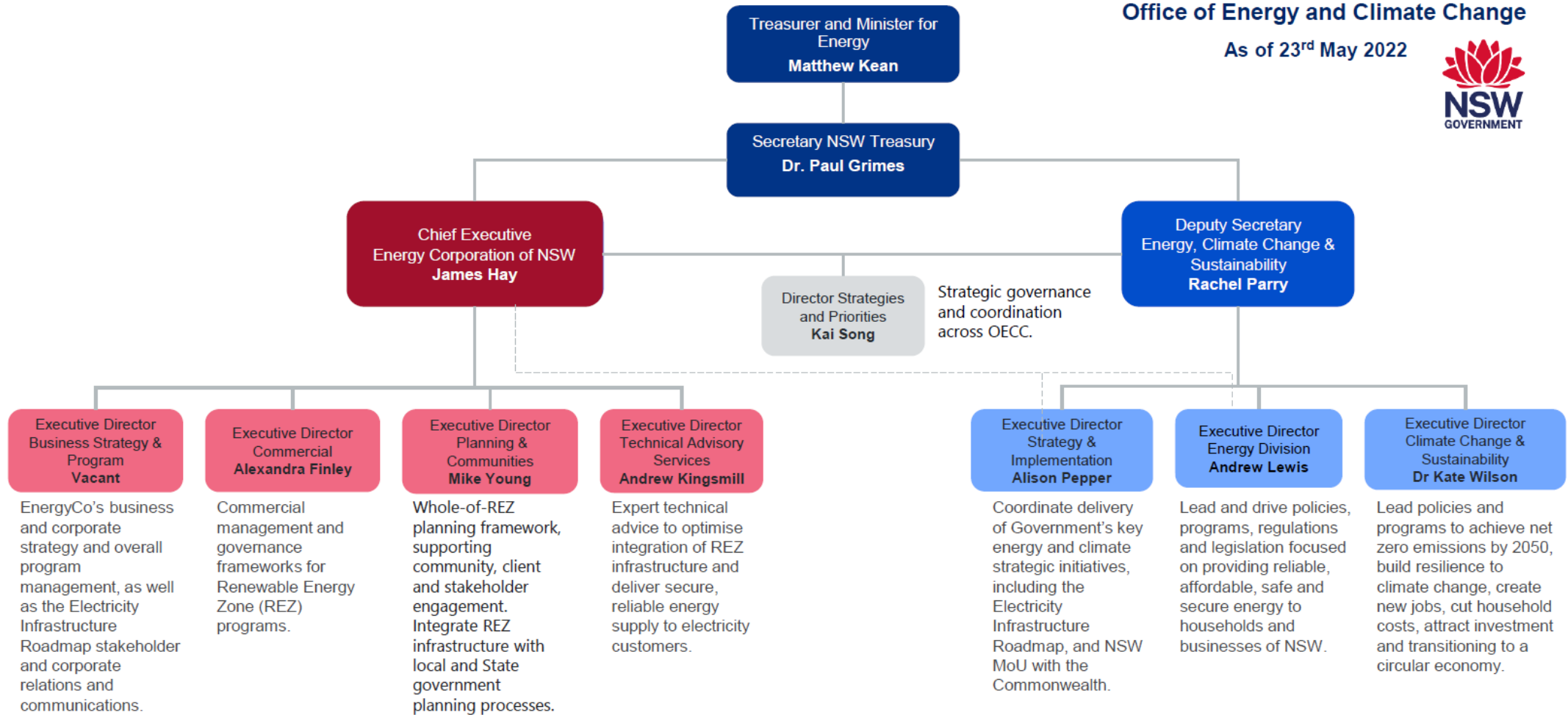
In addition to its policy and governance functions, the division has an Energy Data & Analytics branch, which is a centre of expertise and excellence for data evaluation, modelling, analytics and stewardship. The division also supports the [Renewable Energy Sector Board](#) and the independent [Electricity Infrastructure Jobs Advocate](#) and the delivery of NSW Government's key energy and climate strategic initiatives, including the [NSW MoU with the Commonwealth](#).

S&I comprises 4 branches:

- Energy Data & Analytics
- Governance & Board
- Strategic Energy Projects
- Legal Services

Office of Energy and Climate Change

As of 23rd May 2022



Position Description

Cluster	Treasury
Agency	Office of Energy & Climate Change
Division/Branch/Unit	Energy, Climate Change & Sustainability / Energy
Location	Sydney (Parramatta)
Classification/Grade/Band	Senior Executive Band 1
Senior Executive Work Level Standards	Work Contribution Stream: Service/Operational Delivery
ANZSCO Code	139999
PCAT Code	3139111
Date of Approval	10 November 2020 (updated June 2022)
Agency Website	www.dpie.nsw.gov.au

Agency overview

The recently established Office of Energy and Climate Change OECC within the Treasury Cluster focusses on some of the most significant issues facing our state, energy reliability, climate change and emissions reduction. The key strategies and programs led by OECC are integral to the economic recovery and are a key pillar of NSW economic policy that will bring enduring benefits to our economy, the environment, and the people of NSW. Our mission is to accelerate NSW's transformation to a sustainable future.

Primary purpose of the role

The Director Energy Operations leads the delivery of energy programs including energy emergency preparedness, and regulatory functions for the gas and electricity networks and the State's Accredited Service Provider (ASP) scheme. The role engages extensively with key industry stakeholders such as Australian Energy Market Operator and the State's transmission and distribution networks and has automatic representation on the State's Emergency Management Committee and national emergency committees relating to gas, electricity, and liquid fuels.

Key accountabilities

- Lead the delivery of energy programs such as energy emergency preparedness and regulatory initiatives focussing on the oversight of gas and electricity networks; and administration of the State's Accredited Service Provider (ASP) scheme to ensure alignment with government objectives and best practice governance and risk management
- Provide advice on program and service delivery issues, and create performance delivery goals, standards, and measures of success to ensure expectations are clear and that strategies are well aligned to overall Department objectives.
- Leads teams of specialists in the Energy & Utility Services Functional Area (EUSFA) covering electricity, gas, water and liquid fuels to provide advice, technical information and frameworks that support compliance with regulatory and government policy requirements for the industries.
- Implement measures to ensure NSW has appropriate energy emergency preparedness in place and constantly review and monitor related programs and practices.
- Represent the Department in state and national forums related to the operational aspects of state and national energy markets, engaging with stakeholders such as Australian Energy Market Operator and the State's transmission and distribution networks.
- Represent the Department on the State's Emergency Management Committee and national emergency committees relating to gas, electricity and liquid fuels to promote the Department's position and objectives.

- Deliver regulatory and administrative support and advice to the Minister for his functions under NSW State energy legislation, particularly in relation to energy emergencies and the regulation of energy networks.
- Manage financial and human resources in an operationally effective and efficient manner to facilitate the achievement of objectives

Key challenges

- Achieving high visibility across government through leadership of energy and utility emergency preparedness whilst ensuring up-to-date best practice in an ever-changing environment, including dealing with energy emergency issues outside of normal business hours
- Working in a highly technical space and ensuring sufficient expertise in the team to support the delivery of programs and services, including regulatory/administrative support to the Minister.
- Determining the best approaches to program/service delivery and implementing improvements in the context of diverse and changing stakeholder needs.

Key relationships

Who	Why
Internal	
Executive Director	<ul style="list-style-type: none"> • Act as subject matter expert and provide advice and recommendations to influence organisational decisions and initiatives • Support in provision of strategic evidence-based advice and recommendations to the Minister and Cabinet • Communicate information related to outcomes against budgets and performance measures • Manage program budget compliance and the allocation of financial, physical and human resources • Develop and execute robust governance and risk frameworks • Inform of major, new or emerging issues and recommend new approaches, strategies, practices, solutions, options and responses
Agency Executive	<ul style="list-style-type: none"> • Develop productive collaborative working relationships • Act as the principal program reference point • Clarify program accountabilities and communicate performance standards • Provide expert advice to impact decisions and support initiatives • Contribute to strategic planning processes to inform and ensure integrated program delivery and outcomes • Engage in program/service review to continually improve outcomes
Team members	<ul style="list-style-type: none"> • Provide leadership, guidance and support • Set and manage performance and development requirements • Share information and encourage ideas to improve program outcomes
External	
Other Directors	<ul style="list-style-type: none"> • Establish professional networks with other NSW clusters and agencies and with similar roles across other jurisdictions

Who	Why
	<ul style="list-style-type: none"> • Liaise to maintain currency, share ideas and learnings • Collaborate on common responses to emerging and future issues
NSW Government agencies and other jurisdictions, energy market agencies and community groups	<ul style="list-style-type: none"> • Foster collaborative relationships and cross-agency partnerships • Engage to consult with and negotiate to forward mutual interests

Role dimensions

Decision making

The Director:

- is accountable for the management of day-to-day team operations and planning to achieve the overall agreed work program commitments
- has considerable autonomy and independence to determine day to day work priorities, deploy resources and allocate duties, negotiate matters related to area of responsibility, and make decisions in relation to the quality of work performed and methods and approaches for how to achieve business outcomes
- is fully accountable for the content, accuracy, validity and integrity of advice provided
- must consult with the Executive Director on major issues arising during the course of work performed
- makes decisions and acts within Government sector core values, strategic plans and priorities, legislative and regulatory frameworks, delegations, and Department policy and procedural frameworks and guidelines
- is accountable and responsible for the effective management and use of human, financial and other resources within set budget and resource parameters

Reporting line

Executive Director Energy

Direct reports

Manager, Electricity Networks

Manager, Pipeline s & Networks

Principal, Energy Emergency Management Officer

Essential requirements

- Tertiary qualifications in a relevant discipline and/or extensive equivalent professional experience

Capabilities for the role


The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.


The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> Remain composed and calm and act constructively in highly pressured and unpredictable environments Give frank, honest advice in response to strong contrary views Accept criticism of own ideas and respond in a thoughtful and considered way Welcome new challenges and persist in raising and working through novel and difficult issues Develop effective strategies and show decisiveness in dealing with emotionally charged situations and difficult or controversial issues 	Advanced
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> Articulate complex concepts and put forward compelling arguments and rationales to all levels and types of audiences Speak in a highly articulate and influential manner State the facts and explain their implications for the organisation and key stakeholders Promote the organisation's position with authority and credibility across government, other jurisdictions and external organisations Anticipate and address key areas of interest for the audience and adapt style under pressure 	Highly Advanced
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> Recognise outcomes achieved through effective collaboration between teams Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions Network extensively across government and organisations to increase collaboration 	Advanced

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
		<ul style="list-style-type: none"> Encourage others to use appropriate collaboration approaches and tools, including digital technologies 	
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> Influence others with a fair and considered approach and present persuasive counter-arguments Work towards mutually beneficial 'win-win' outcomes Show sensitivity and understanding in resolving acute and complex conflicts and differences Identify key stakeholders and gain their support in advance Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise Anticipate and minimise conflict within the organisation and with external stakeholders 	Advanced
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> Use own professional knowledge and the expertise of others to drive forward organisational and government objectives Create a culture of achievement, fostering on-time and on-budget quality outcomes in the organisation Identify, recognise and celebrate success Establish systems to ensure all staff are able to identify direct connections between their efforts and organisational outcomes Identify and remove potential barriers or hurdles to achieving outcomes Initiate and communicate high-level priorities for the organisation to achieve government outcomes 	Highly Advanced
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> Design and develop systems to establish and measure accountabilities Ensure accountabilities are exercised in line with government and business goals Exercise due diligence to ensure work health and safety risks are addressed Oversee quality assurance practices Model the highest standards of financial probity, demonstrating respect for public monies and other resources 	Advanced

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Project Management	<ul style="list-style-type: none"> Monitor and maintain business-unit knowledge of and compliance with legislative and regulatory frameworks Incorporate sound risk management principles and strategies into business planning 	Highly Advanced
	Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> Ensure there are systems and effective governance processes in place for project management Make decisions on accepting projects based on business cases Use the historical, political and broader context to inform project directions and mitigate risk Obtain key stakeholders' commitment to major project strategies, including cross-organisational initiatives, and ensure ongoing communication Ensure that project risks are managed effectively, and appropriate strategies are in place to respond to variances Drive the changes required to realise the business benefits of the project Ensure that project management decisions consider interdependencies between projects 	
	Manage and Develop People	<ul style="list-style-type: none"> Refine roles and responsibilities over time to achieve better business outcomes Recognise talent, develop team capability and undertake succession planning Coach and mentor staff and encourage professional development and continuous learning Prioritise addressing and resolving team and individual performance issues and ensure that this approach is cascaded throughout the organisation Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives 	Advanced
	Inspire Direction and Purpose	<ul style="list-style-type: none"> Promote a sense of purpose and enable others to understand the links between government policy, organisational goals and public value Build a shared sense of direction, clarify priorities and goals, and inspire others to achieve these Work with others to translate strategic direction into operational goals and build a shared 	
	Communicate goals, priorities and vision, and recognise achievements		

FOCUS CAPABILITIES




Capability group/sets	Capability name	Behavioural indicators	Level
		understanding of the link between these and core business outcomes <ul style="list-style-type: none"> Create opportunities for recognising and celebrating high performance at the individual and team level Instil confidence, and cultivate an attitude of openness and curiosity in tackling future challenges 	

Complementary capabilities



Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Advanced
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Advanced
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Advanced
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Advanced
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Advanced
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Advanced
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept
 People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Adept

The Application and Selection Process

COVID-19

In this dynamic and challenging environment, Derwent and the Office of Energy and Climate Change are responding to changes to ensure the safety and equity for all applicants and stakeholders. Interviews will be held in accordance with NSW Health guidelines and may be appropriately conducted in person or by video conference. We are happy to discuss these in greater detail with potential candidates and ensure that we are protecting the health and safety of everyone we work with.

Candidate Care

We are committed to ensuring that potential applicants and candidates are treated respectfully and fairly. Derwent consultants are available to field inquiries and ensure that applicants are informed about developments as they become available. Candidates who are shortlisted and complete assessments including interviews will be offered a feedback session to discuss their experience and the assessment results.

Applications

Closing date: 10th July 2022

Applications:

All applications are to be received by Derwent. To apply, please go to www.derwentsearch.com.au and search the role title. Your application should include a resume and a cover letter highlighting your suitability.

Candidates may apply for more than one role currently advertised with the OECC and we request a specific cover letter for each role.

Enquiries:

Contact Derwent by email publicsector@derwentsearch.com.au <mailto:NBC@derwentsearch.com.au> and we will reply with information and arrange a convenient time to speak as required. Derwent will maintain confidentiality with respect to contact by potential applicants.

Selection process

Derwent will conduct a review of applications for the Office of Energy and Climate Change to consider and select a short list to be invited to attend an interview with the selection panel.

The panel interview will be a capability-based interview for up to 1 hour, designed to reflect the selection criteria for the position. Candidates may also be required to complete additional assessments such as presentations, personality profiles and cognitive assessments.

Reference Checks

For candidates in final consideration, at least two referees will be contacted with permission before an offer is made. Any written references provided will also be checked and additional referees may be sought to further understand a candidate's merits for the role.

Pre-employment verification and background checks

Before an offer of employment is made the following checks will be undertaken:

- Criminal History Check
- Qualification Check
- Professional Membership Check
- Financial Regulatory Check
- Bankruptcy Check.

Thank you for your interest in the Office of Energy and Climate Change.