

Position Description



Position title	Legislation Manager
Position number(s)	TBA
Grade range	ESV 6
Employment term	Permanent, ongoing
Division/Department	Legal, Governance and Regulatory Policy / Regulatory Policy and Legislation
Reports to	Head of Regulatory Policy and Legislation
Direct reports	3
Date of approval	07 December 2023

About the Role

The Legislation Manager leads the Legislation team within the Regulatory Policy and Legislation department. The department is part of the Legal, Governance and Regulatory Policy division, which is responsible for all our legal operations, our regulatory policy framework, legislative reform, investigations and prosecutions and the secretariat function for our Commission and statutory committees.

The Legislation team delivers our inputs into legislation development and reform, developing legislative instruments within the energy safety legislative framework, advocating for legislative reforms required to ensure the energy safety legislative framework is fit for purpose and implementing legislative reform and new legislative instruments.

The team works closely with the Department of Energy, Environment and Climate Action (DEECA) to shape the energy safety legislative framework to support Victoria's transition to renewable energy.

Key Accountabilities

1. Contribute to the overall leadership and strategy of the division through close cooperation with the Head of Regulatory Policy and Legislation and peers.
2. Provide leadership and management of staff including selection, retention, performance management and development of high performing staff through mentoring, coaching to ensure consistency and quality in delivery of advice and outputs.
3. Oversee, manage, and plan legislative reviews with a particular focus on electricity and gas safety to keep pace with industry changes and trends whilst addressing complex issues.

4. Oversee environmental scanning, research, and analysis, and work collaboratively with teams across Energy Safe and external stakeholders to identify emerging themes, trends or complex issues and plan delivery of outputs.
5. Deliver complex and sensitive legislative projects working collaboratively with internal and external stakeholders including scoping, risk management, establishment, and progress reporting along with managing the preparation of responses, briefings, submissions, reports, policy statements, discussion papers and other correspondence.
6. Provide statutory guidance and effective solutions to position Energy Safe to influence emerging legislative issues and changes.
7. Identify and undertake continuous improvement and build knowledge and capability across the divisions to ensure that legislative-related changes are understood and embedded in the way we regulate.
8. Provide legislative reporting on current and emerging issues and opportunities and updates to management, and externally, as required.
9. Provide technical advice and subject matter expertise and guidance to internal and external stakeholders such as government, industry, and the public.
10. Develop and manage effective relationships with external stakeholders including the industry, committees, government and peak bodies on legislative matters and trends.
11. Represent Energy Safe with external stakeholders including industry, government, other regulators, and external law firms.
12. Provide support to the Head of Regulatory Policy and Legislation on influence and shape the energy safety legislative framework consistent with our strategy.
13. Other responsibilities as required.

Key Selection Criteria

Education/Qualifications

- Relevant tertiary qualifications in public policy, law, commerce, economics or a related field.
- ESV may ask to sight original qualification documents as evidence of a qualification being recognised in Australia.

Knowledge, Skills and Experience

Essential

- Significant experience working in a senior legislative reform role including research, preparing draft instructions, policy papers, briefing material, and analytical reporting.
- Demonstrated ability to review, develop, manage, and implement legislation.
- Understanding of the nature and application of compliance and enforcement frameworks and governance arrangements.
- Experience in the preparation of project plans, briefs and reports with advice and recommendations to senior leaders on complex legislative issues and options.
- Excellent people and negotiation skills, highly developed communication skills, and the ability to work collegially with a broad range of stakeholders.
- Demonstrated ability to solve complex problems and manage complex issues for internal and external stakeholders, particularly in the regulatory reform context.
- Demonstrated ability to interpret and apply complex legislation, regulations, standards, and codes.

- Demonstrated ability to research and analyse complex information to inform decisions.
- Strong culture building skills including the ability to build high performing teams through coaching and performance development.
- Demonstrated experience in working in a sensitive environment dealing with multiple complex stakeholders.
- Computer literacy with a range of computer software packages including Microsoft Word, Excel, PowerPoint, and Outlook.

Desired

- Understanding of the Victorian energy sector including the frameworks governing safety of electricity, gas, and pipelines.
- Experience working within the public sector.



About us



Our purpose is to keep Victorians energy safe and ensure energy is used confidently. Through education, regulation and enforcement, we work to ensure that energy safety, supply and efficiency are a priority in Victoria and something our customers can be confident in.

Our people are our most valued asset, with technical and professional staff revolutionising the way we operate as an organisation to protect and assist the community. We support our people with skills development and career progression through regular learning and development and growth opportunities. Our work culture promotes a healthy work life balance, and we take pride in our values we live and breathe.

Our people are deeply committed to the community we serve and are among the most dedicated and highly skilled in their field.

Other position related information

- Applicants must be an: Australian citizen; Australian permanent resident; or a New Zealand citizen with a valid passport. ESV may ask to sight original documents as evidence of a right to work in Australia.
- Travel to other work locations may be required.
- A current driver's licence is required.

Terms and Conditions

This position description is an overview of the role. It is not intended to be complete, detailed account of all aspects of duties involved. Changes to the role should be expected reflecting changes in departmental goals and priorities, activities, or job focus.

As an equal employment opportunity employer, committed to creating an inclusive culture, ESV will consider all requests for reasonable adjustments from applicants with disabilities.

ESV is a member of the Australian Network on Disability and the Diversity Council of Australia.

Work with us

We bring together diverse talent and can provide you with the opportunity to excel in a dynamic organisation, add value to the meaningful work we do and make a positive contribution to our community.

Across the business, we are committed to diversity of thought, experience, and perspective from our workforce regardless of gender, cultural background, sexual orientation, or disability. We know by harnessing diversity we will be better positioned to represent the Victorian community and deliver meaningful community outcomes.

Through our Diversity and Inclusion strategy and Gender Equality Action Plan we encourage, recognise, and celebrate all the differences between people in their social and professional lives.

Our Values

Our values are expressed in our day-to-day actions, decisions, and interactions with others.



Integrity

We act with impartiality, and uphold the importance of unbiased, equitable treatment. We do this in a way that is transparent, accountable, open, and trustworthy.



Engagement

We actively engage with our customers and each other to achieve safer outcomes. We believe in cooperation, listening and succeeding together to improve safety outcomes.



Adaptability

We are flexible and maintain effectiveness in the face of changing environments. We know that improving energy safety for Victoria means being at the forefront of change.



Respect

We treat everyone with respect and uphold the importance of diversity, experience and skills. We care about the safety of Victorians and demonstrate respect through our actions.



Excellence

We aspire to the best standards of practice by ensuring an evidence-based, data-informed, best practice led approach to our work. We continue to grow our capability to deliver excellent outcomes.

Application Instructions

To apply, go to fisherleadership.com and click on 'APPLY ONLINE' using reference ESVism0424, and address your cover letter and resume to Josh Mullens and David Baber.

Your application should include:

1. A brief covering letter clearly quoting ESVism0424
2. A complete current resume: stating responsibilities and achievements against each role you have held

Please ensure that you receive an email acknowledgement confirming receipt of your application.

The closing date for applications is Saturday, 20 April 2024.