

Position Description

Project Officer - Energy and water



This position is full-time, with part-time available for a suitable candidate.

1. The Public Interest Advocacy Centre

The Public Interest Advocacy Centre is a leading social justice law and policy centre. We are an independent, non-profit organisation that works to build a fairer, stronger society by helping to change laws, policies and practices that cause injustice and inequality.

Our work combines

- legal advice and representation, specialising in test cases and strategic casework;
- research, analysis and policy development; and
- advocacy for systems change and public interest outcomes.

We actively seek to collaborate and partner in our work to maximise its impact. Our priorities include reducing homelessness; First Nations justice; climate change and social justice; equality and non-discrimination; asylum seeker health rights; and the fair use of police powers.

Energy and Water Consumers' Advocacy Program

The Energy and Water Consumers' Advocacy Program (EWCAP) works for better regulatory and policy outcomes so people's needs are met by clean, resilient and efficient energy and water systems. We ensure consumer protections and assistance limit disadvantage, and people can make meaningful choices in effective markets without experiencing detriment if they cannot participate. Since 2017 we have pursued an ambitious energy reform agenda with the goal of lowering average household energy bills 25% by 2025.

2. Position overview

The Project Officer is a key part of EWCAP team. The focus of the role is to provide coordination and administrative support to the program and to undertake quality research.

The Project Officer reports to the Program Director – Energy and Water.

3. Major accountabilities

- Support the efficient functioning of the Energy and water program by
 - coordinating external meetings and other commitments for the Program Director

- coordinating internal meetings for the EWCAP team
- preparing correspondence with key stakeholders
- record keeping and document management
- updating website content
- other administrative tasks as required
- Assist with drafting, editing and proofreading submissions, reports and other communications
- Conduct research into present and emerging energy and water issues

4. Knowledge, skills and experience

Essential

- Effective interpersonal, written and verbal communication skills
- Excellent attention to detail
- Ability to deal confidently with a range of people
- Effective quantitative and qualitative research and analysis skills
- Strong skills and capability in using Microsoft Office programs
- Ability to prioritise tasks and meet deadlines.
- Tertiary qualifications or relevant experience

Desirable

- Experience in an advocacy or public policy setting
 - Experience managing relationships with diverse stakeholders, such as government and regulatory officials, industry, community sector and other advocates
 - Awareness of the issues facing socially and economically disadvantaged people;
- Knowledge of the energy or water sector, or experience in similarly complex sectors

5. Salary

Annual salary range: \$76,576 – \$ 87,600 plus leave loading and superannuation. PIAC is a Public Benevolent Institution and is currently able to offer salary packaging subject to PIAC's Salary Sacrifice Policy.

6. Applications

Your application should be no longer than 6 pages in total. An application should comprise a cover letter, CV, and a statement outlining your suitability for the role with reference to the selection criteria (see 'Knowledge, skills and experience' above).

Applications may be sent either by email to jobs@piac.asn.au or to:

The Selection Panel
Public Interest Advocacy Centre
Level 5, 175 Liverpool Street

Sydney NSW 2000

Inquiries about the position should be addressed to:

Annie Barker

Executive Assistant

abarker@piac.asn.au