

Position Description

Policy Officer – Energy and Water Justice

Fixed term 12-month contract, parental leave cover

Full time or part time considered

Sydney based

1. The Justice and Equity Centre

The Justice and Equity Centre (formerly the Public Interest Advocacy Centre) is a leading social justice law and policy centre. We 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 through media, communications, submissions and engagement with decision-makers.

We work across 5 focus areas: First Nations justice; reducing homelessness; disability rights; energy and water justice; and civil rights.

2. Energy and Water Justice

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.

The JEC's energy and water program is a peak voice for consumer organisations and the community in debates and decision-making regarding the provision and regulation of energy and water services in NSW.

3. Position overview

The Policy Officer works with consumer and community organisations, industry, regulators, government and other stakeholders to develop and promote policies that deliver affordable and sustainable access to energy and water as essential services for NSW households.

This role is to cover parental leave. It can either be filled by one full time position (4 to 5 days per week) or by two part-time positions (2 to 3 days per week each), depending on the candidate's experience and availability.

The Policy Officer will report to the Program Director, Energy and Water and be part of the EWCAP team, which also includes two senior policy officers, a senior advisor and a policy officer.

4. Major accountabilities

Policy and advocacy:

- 4.1 Contribute to the development and delivery of the JEC's energy advocacy in accordance with the JEC's strategic plan and EWCAP's funding agreement.
- 4.2 Contribute to the development of policy, recommendations and advocacy on behalf of residential consumers in NSW.

Research and analysis:

- 4.3 Research issues related to household energy supply to identify current and emerging issues.

Communication:

- 4.4 Draft high-quality submissions, media releases and other documents to communicate the JEC's policy positions to decision makers and to the community, facilitate meetings and coordinate joint projects.

Stakeholder engagement:

- 4.5 Develop and maintain relationships with key stakeholders to exchange information and views, to exert influence and to raise community awareness of energy issues.

Project management:

- 4.6 Assist with the planning, development and execution of the JEC's energy projects, meetings, conferences and other events.

Other:

- 4.7 Monitor and upload new submissions and reports.
- 4.8 Support the successful implementation of our Reconciliation Action Plan.

5. Knowledge, skills and experience

Essential

- 5.1 Experience in, or knowledge of the energy industry;
- 5.2 Tertiary qualifications or relevant experience in social sciences, law, or economics;
- 5.3 Experience in research and public policy development;
- 5.4 Well-developed interpersonal skills and the capacity to develop relationships and networks with consumers, government and other stakeholders;
- 5.5 Project management skills, including a demonstrated capacity to achieve outcomes individually and in a team environment and to produce quality results on time;
- 5.6 Capacity to write submissions to government inquiries, and prepare reports and other publications.

Desirable

- 5.7 Interest or experience in, or knowledge of:
- Retail energy and water services and the retail energy market, and/or
 - Residential energy efficiency, electrification and consumer energy resources.
- 5.8 Experience in, or good understanding of community engagement and collaboration with community stakeholders;
- 5.9 Experience delivering presentations and conducting training to present technical information to a lay audience;
- 5.10 Demonstrated understanding and appreciation of the issues facing socially and economically disadvantaged people;

6. Conditions

We are an equal opportunity employer and are committed to promoting a diverse and inclusive workforce.

Annual salary range: \$117,518 to \$127,065 (pro rata) plus leave loading and superannuation.

We are a Public Benevolent Institution and are currently able to offer salary packaging options subject to our Salary Sacrifice Policy. Staff who take full advantage of salary packaging options can significantly increase their take-home pay.

Our Enterprise Agreement provides benefits including additional paid leave between Christmas and New Year and paid cultural and ceremonial leave. See further: [Justice and Equity Centre Enterprise Agreement](#).

This position is offered as a 12-month fixed-term contract for parental leave cover, 2 to 5 days per week as negotiated with the successful candidate(s).

We are committed to flexible working arrangements and provides opportunities for professional development and mentoring. Our workplace culture is collaborative, dynamic and committed to cultural safety.

7. Applications

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

Applications should be sent by email to jobs@jec.org.au.

Inquiries about the position should be addressed to:

Douglas McCloskey

Program Director, Energy and Water

jobs@jec.org.au

If you would like to discuss the recruitment process and any reasonable adjustments you may require, please contact jobs@jec.org.au