



## Position Description:

<b>Role title</b>	Graduate Analyst
<b>Grade</b>	Award
<b>Level</b>	Salary Band HT2 - 3
<b>Team</b>	Strategy and Finance, Trading or Communications and External Relations
<b>Immediate Manager</b>	Team Manager
<b>Number of direct reports</b>	Nil
<b>Manager-one-removed</b>	Level 2 Manager
<b>Role Purpose</b>	<ul style="list-style-type: none"> <li>• The Graduate Analyst will have a tertiary qualification with a demonstrated capability in a quantitative discipline.</li> <li>• The Graduate Analyst will be placed with a business unit as part of Hydro Tasmania’s Graduate Program. These placements will be generally for 6-months overseen by the Graduate Coordinator in consultation with the Graduate and other key stakeholders.</li> <li>• Generally, business units relevant for placement of a Graduate Analyst will be Strategy and Finance, Trading and Communications and External Relations.</li> </ul>

### Organisation requirements



All positions within Hydro Tasmania will support the achievement of our vision. Dealing successfully with our colleagues, customers and the community requires all employees to act in accordance with the company's stated values

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You are required to comply with all relevant legislation, laws, regulations, standards, codes and Hydro Tasmania policies and procedures.

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While at work you must take reasonable care of your own health and safety and the health and safety of other people, including people working under your supervision or direction who may be affected by your acts or omissions at the workplace in accordance with current Tasmanian Workplace Health and Safety Legislation.

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## POSITION DESCRIPTION – GRADUATE ANALYST

**Role accountabilities** (feeds into KRAs in PDR process)

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**People accountabilities**

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**1. Ensure personal effectiveness in role by:**

- Ensuring quality, value and timeliness of all work undertaken.
  - Taking ownership and responsibility for own work priorities and for contributing to team objectives.
  - Undertaking appropriate professional development opportunities.
  - Ensuring the incorporation of continuous improvement into any work undertaken.
  - Actively seeking mentoring from other team members.
  - Working collaboratively across Hydro Tasmania..
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**Technical accountabilities** (note indicative only and will vary dependant on skills and business unit placement)

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**2. Financial Analysis**

A graduate working in the financial analysis area will have the opportunity to participate in a variety of project based analytical tasks interacting with people across Hydro Tasmania. The tasks undertaken may include:

- Assisting in providing valuation calculations for acquisitions, divestments and capital expenditure proposals.
  - Assisting in modeling and forecasting the medium to long-term financial outlook for Hydro Tasmania.
  - Providing input into Hydro Tasmania's longer-term financial strategy.
  - Assisting with the strategic capital allocation process.
  - Monitoring the impact of various financial strategies on our covenants and other financial commitments.
  - Assisting with business case preparation, review and post completion audit as required.
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**3. Initiating and developing Corporation and industry emerging policy and market research**

A graduate working in the policy and regulatory analysis area will have the opportunity to:

- Undertake research on key energy and environmental market issues, particularly in relation to:
    - climate change and renewable energy;
    - the National Electricity Market;
    - National energy market regulatory issues and
    - Key market issues as required.
  - Research emerging renewable energy opportunities for Hydro Tasmania (including industry trends, new technology, commercial deals and other issues that may impact on business activities) and identify strategies in relation to these.
  - Interpret modelling outcomes including inputs, assumptions and results.
  - Continually monitor and analyse international, national and competitor industry context and best practice.
  - Communicate effectively with key Corporation and external stakeholders.
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## POSITION DESCRIPTION – GRADUATE ANALYST

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### **4. Provide effective advice in respect of development of strategic policy and investigations to senior Corporation people to ensure the Corporation's commercial interests are advanced externally.**

A graduate working in the policy and public relations area will have the opportunity to:

- Work closely with the Line Manager in respect of the Corporation's market development research and strategic public relations and influencing.
  - Contribute to shaping Local, State and Federal Government policy on targeted market development issues, determine and coordinate submissions.
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### **5. Financial Risk & Forecasting Analysis**

A graduate working in the FR&F area will have the opportunity to:

- Provide analytical capability to FR&F to evaluate and identify energy trading, credit and treasury risks as required.
  - Maintain models to forecast and calculate revenues for budget, corporate plan and monthly processes and assist with development of strategies that have an impact on performance.
  - Report on obligations outlined in the Energy Trading Credit and Treasury Policies and review and monitor trading positions and exposures.
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### **6. Trading Analysis**

A graduate working in the Trading area will have the opportunity to:

- Conduct analysis of Hydro Tasmania's operating environment to identify strategic opportunities and risks, including competitor and market behaviour analysis.
  - Conduct analysis of market pricing and pricing of market derivative products.
  - Resource analysis, modelling and reporting.
  - Trading portfolio and position analysis.
  - Various other commercial analyses, projects and reporting as directed.
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### **- Scheduling Accountabilities**

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### **7. Prioritise and manage own workload by:**

- Organising work and time allocation to achieve/exceed client expectations with respect to project deliverables.
  - Work in a well organised and methodical manner.
  - Set and meet own work objectives.
  - Strive to improve own performance.
  - When necessary, work to meet changes in programs and scope to satisfy client demands.
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### **8. Contribute to the development of team business plans and work towards the achievement of team goals by:**

- Participating in team planning sessions and processes.
  - Monitoring progress of allocated responsibilities against plan.
  - Contributing to open, honest, professional communications within the team.
  - Supporting positive team spirit and cohesion as part of normal day to day work activities.
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### **Delegations**

Per Hydro Tasmania Delegations Manual

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## POSITION DESCRIPTION – GRADUATE ANALYST

### Selection Criteria

#### **Essential**

##### **Qualifications**

- Any Tertiary qualifications with a demonstrated capability in a quantitative discipline.

##### **Knowledge, skills and abilities**

1. Ability to develop and maintain a safe working environment.
2. Well developed communication skills, both written and verbal.
3. Ability to gather and assimilate information, including from web based sources, and convey to others in a clear and concise manner.
4. A good standard of computer literacy with proficiency in Microsoft Word, Excel and Outlook.
5. High standard of interpersonal skills, including the ability to relate effectively as part of a team.
6. Adaptability and ability to manage several tasks concurrently.
7. Ability to perform to deadlines.
8. Ability to analyse problems logically and to think laterally in the development of solutions.
9. Can participate effectively as part of a team.
10. Display business acumen.

#### **Desirable**

##### **Knowledge, skills and abilities**

- Ability to plan, schedule and manage priorities.
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