

Regulating Ontario's electricity and natural gas sectors

The **Applications Division** of the Ontario Energy Board (OEB) is responsible for managing and processing all applications relating to rates, facilities and conservation, as well as management of operational policies in support of natural gas and electricity applications including the Regulated Price Plan.

The **Major Applications** department within the Applications Division is responsible for assessing and coordinating the analysis of applications related to **rate-regulated electricity and natural gas** businesses in Ontario. This includes the identification of issues and the development of recommendations to senior management on OEB staff positions and the provision of professional support to decision makers on a wide variety of technical issues and subjects. The department also assists the OEB in its processes and ensures the completion of the official record on applications and policy initiatives.

We are currently seeking an energetic individual to join our team and assist the OEB in achieving its vision of protecting the long term integrity of the province's energy system so that Ontarians today and tomorrow have access to reliable energy at a reasonable cost.

Senior Advisor

Job Code: Senior Advisor I (SA001)

Job Id # 572

1 Full-time Permanent Position

Under the direction of the Manager, the Senior Advisor reviews, analyzes and processes complex applications filed with the OEB, independently or as a team member, and ensures adherence and consistency with OEB policies.

This position provides a senior level of analysis and advice on more complex issues that may relate to one or more of the following areas: engineering (e.g. planning, design, construction etc.), finance, economics and governing legislation. The position requires the managing of large-scale projects that may involve the supervision of staff and the coordination of technical advice. The position will also require the analysis and processing of standalone major applications

If you enjoy working with a group of professionals dedicated to working co-operatively with stakeholders to help build and sustain public confidence in Ontario's natural gas and electricity sectors, you will enjoy being a member of this team.

Position Overview

- Manages large-scale projects that may include the supervision of staff, the coordination of technical advice and the resolution of issues related to electricity and gas distribution and electricity transmission.
- Explains Board rules, regulations, procedures, orders and legislation for assistance of staff, Board members and stakeholders.
- Works with Public Affairs staff for the development of FAQ's and media communication.
- Identifies and determines options and impacts of technical issues associated with major applications. Provides recommendation on issues through in-depth analysis of governing legislation, engineering aspects, financial concerns and economics.

- Develops and co-ordinates the issuance of interrogatories and briefing notes to support Legal Counsel in cross-examination in preparation of public hearings.
- Drafts decisions for Board Members and prepares staff submissions, arguments for the applications and documents for the adjudicative process.
- Case manages and processes complex applications by directing multi-discipline teams, preparing case schedules and procedural documents (notices, procedural orders etc.).
- Communicates with all levels in the organization (Board members, legal, team members) and external stakeholders (interveners, applicants) on procedural matters and technical issues related to assigned applications.
- Manages cases by coordinating settlement of issues with applicants and/or stakeholders, assisting in problem resolutions, ensuring accurate information is recorded into the Application Management System, and coordinating work assignments for team members.

Qualifications:

- Undergraduate degree in engineering, law, finance, economics or a related field
- Graduate degree in a related field would be preferred.
- Minimum 10+ years' experience in a regulatory industry and/or utility.
- Minimum 5 years' previous experience in a related role providing expertise in engineering (planning, design, construction etc.), financial reviews, legal administration (cross examination, public hearings etc.) economic fields.
- 3-4 years' experience in a supervisory and/or mentoring role.
- Experience with project management, a PMP designation would be an asset.
- 3-4 years' experience reviewing and developing processes for implementing change within an organization.
- Advanced verbal and written communication skills for drafting decisions for Board panel and preparing staff submissions and arguments for an application.
- Knowledge and understanding of the adjudicative process.
- Working knowledge of the *Ontario Energy Board Act, 1998* and the related regulations of rate setting guidelines such as the handbook to Utility Rate Applications.
- Advanced skills with Microsoft Office Suite.
- Strong understanding and in-depth knowledge of the energy industry including past, present and future trends.

Core Competencies:

- Demonstrated accountability to produce high-quality work in a timely manner.
- Proven adaptability to work effectively in a variety of situations and with various individuals or groups.
- Excellent customer service skills (internal and external customers).
- Ability to lead teams and to collaborate with others in a team environment.
- A commitment to professional development and continuous learning.
- Effective communication and interpersonal skills.
- Shows initiative by being proactive and achieving goals.
- Strong planning, coordination and organizational skills.
- Strong analytical, problem solving skills, and innovative thinking.

Preference will be given to candidates who meet the minimum requirements above.

To Apply:

*If you would like to explore this exciting opportunity, please e-mail your resume, in confidence, by **Monday April 30, 2018** to careers@oeb.ca. When applying, please quote **Job ID #572** and the **Position Title** of the position you are applying for in the subject line of your e-mail.*

Please note: Qualified candidates who are not successful may be considered to fill vacancies for jobs with similar requirements and selection criteria over the next six months.

As Ontario's independent energy regulator, the Ontario Energy Board is proud to be an Equal Opportunity Employer and offers a competitive compensation and benefit package.

We are committed to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disability Act (AODA). Should you require accommodation at any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs.

We appreciate the interest of all candidates. We regret that only those candidates under consideration will be contacted.