

Regulating Ontario's electricity and natural gas sectors

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

Within the **Rates department**, the **Major Applications** department is responsible for assessing and coordinating the analysis of applications relevant to **rate-regulated electricity and natural gas** businesses in Ontario. The department manages rate and other applications from utilities, resolving issues, providing professional support on a wide variety of technical issues and subjects, and assisting the Ontario Energy Board (OEB) in its processes and ensuring completion of the official record.

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 in the future have access to reliable energy at a reasonable cost.

Title	Advisor
Job Code	Advisor III (AD003)
Job ID	# 584
Position	1 Permanent, Full time Position

POSITION OVERVIEW:

Under the direction of the Manager, the Advisor is responsible for reviewing, analyzing and processing applications filed with the OEB to ensure adherence and consistency with OEB policy. The position is accountable for providing in-depth analysis of large amounts of information and providing advice in many subject areas including finance, regulatory policy, economics, system planning and engineering to identify relevant issues associated with assigned applications.

KEY RESPONSIBILITIES:

- The role is accountable for managing and processing all aspects of rate application cases and providing decision support to all team members assigned to the application.
- Identifies relevant issues associated with assigned applications and provides in-depth analysis on all areas in an application including but not limited to financial, accounting, economic, regulatory policy, system planning, engineering cost allocation and load forecasting.
- Develops and coordinates interrogatories and OEB staff submissions, and support materials such as briefing notes and possible cross-examination questions, in preparation for adjudication of applications.
- Prepares case schedules and procedural documents such as notices and procedural orders.
- Works with applicants and stakeholders to clarify issues and assists in settlements conferences.

- Communicates with all levels in the organization to ensure that all procedural matters and information related to assigned applications is accurate and up to date.
- Works with Public Affairs to develop communication materials related to applications.

QUALIFICATIONS AND EXPERIENCE:

- Undergraduate degree in Engineering, Finance, Economics, Business Administration or a related field.
- Graduate degree (e.g. PEng, MBA, Masters) is a definite asset.
- Experience analyzing large amounts of data and converting analysis into quantitative and qualitative information used for business decisions.
- 4+ years' experience reviewing and/or preparing applications; clarifying and identifying application issues; gathering information and evidence to support business decisions; and, dealing with applicants and/or stakeholders to assist in the settlement of issues. Previous experience case managing in an adjudicative process is a definite asset.
- Proven track record to meet tight deadlines, work under pressure and juggling multiple priorities at once.
- Strong working knowledge of Microsoft Office (Excel, Word, PowerPoint) a must.
- Excellent verbal and written communication skills that cater to all levels in the organization.
- Previous experience in a regulated industry and/or public utility is a definite asset.
- Strong interpersonal, organizational, prioritizing, problem solving and time management skills.

CORE COMPETENCIES:

- Excellent customer service skills (internal and external customers).
- Ability to collaborate with others in a team environment.
- Adaptability to work effectively in a variety of situations and with various individuals or groups.
- Good problem solving and analytical skills.
- Strong planning and coordination skills in order to execute activities.
- Accountability to produce high-quality work, in a timely manner.
- Demonstrates initiative by being proactive and achieving goals.
- A commitment to professional development and continuous learning.

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

If you are interested in providing analysis and recommendations, and enjoy working with a group of staff dedicated to working cooperatively with stakeholders to help build and sustain public confidence in Ontario's natural gas and electricity sectors, you'll enjoy being a member of our team.

To Apply:

*If you would like to explore this exciting opportunity, please e-mail your resume, in confidence, by **Friday August 10, 2018** to careers@oeb.ca. When applying, please quote **Job ID #584** 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.