

Gas Energy Australia
Senior Policy Manager (Part-time)
Canberra (hybrid) or Fully Remote
\$150,000 - \$180,000pa FTE for 0.4-0.6 FTE plus super
(pro-rata \$72,000 - \$90,000pa)

Are you a senior policy professional passionate about energy, emissions, and decarbonisation policy? Do you believe all consumers deserve the right to choose energy and decarbonisation options that suit their unique circumstances? Proven track record in energy, emissions, or climate policy advocacy with government and regulatory authorities? Then this might be the job for you.

As Gas Energy Australia **Senior Policy Manager**, you will be responsible for strategic policy leadership within the Secretariat, helping to ensure LPG remains a viable, accessible energy choice for the millions of Australians and businesses who rely on it – both today and as part of Australia's net zero future.

Gas Energy Australia is the peak industry body representing Australia's LPG sector with Members spanning the full LPG supply chain. Our membership notably includes those organisations at the forefront of developing Australia's renewable liquid gas sector, including those companies set to be the first BioLPG producers and distributors in the country.

LPG supplies more than just the great Australian barbeque, being used in around 2 million homes for heating, cooking and hot water, and by thousands of commercial and industrial businesses. LPG plays a critical role in regional Australia where it provides energy access and energy security where electricity supply becomes unreliable or unavailable.

This part-time position (0.4 - 0.6 FTE, equivalent to 2-3 days per week) would suit a candidate with 7-10 years of senior policy and advocacy experience, including demonstrated success in influencing government policy outcomes. Candidates must have substantial exposure to the energy, fuel, or equivalent sectors. Strategic thinking, established government networks, and the ability to lead without direct hierarchical authority are highly desirable.

Key duties include leading strategic policy development and advocacy initiatives, providing expert advice to the CEO and Board, representing GEA at senior government and industry forums, and facilitating policy committees. The successful candidate will identify emerging policy risks and opportunities, lead the development of high-stakes submissions to government, and manage senior stakeholder relationships across Federal and State jurisdictions.

A full Position Description is included below. For more information or a confidential discussion, contact Gas Energy Australia Chief Executive Officer Jordan McCollum on (02) 6176 3100 or jmccollum@gasenergyaus.au.

Applications including a Cover Letter detailing senior policy achievements and advocacy outcomes and a Curriculum Vitae should be submitted before 05 December 2025.

Position Description: Senior Policy Manager

Employment Basis: Permanent Part-time

(0.4 - 0.6 FTE, equivalent to 2-3 days per week)

Location: Canberra Office (hybrid working)

or fully remote for the right candidate located outside of Canberra.

Business Unit: Gas Energy Australia (GEA) Secretariat

Supervisor Title: Chief Executive Officer (CEO)

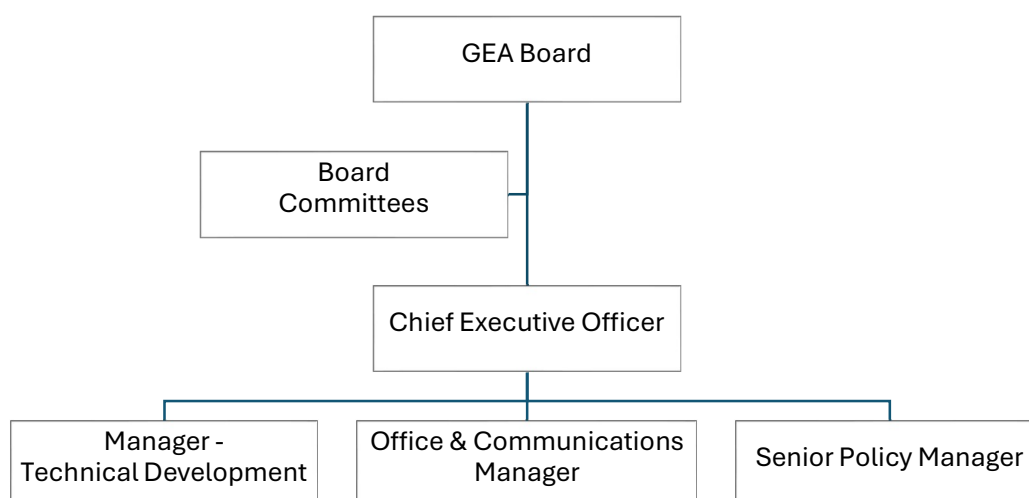
Description of Role

The Senior Policy Manager reports directly to the CEO providing strategic leadership in the delivery of Policy aspects of the Advocacy (or future equivalent) pillar of the GEA Strategy.

This includes the strategic oversight and leadership of industry policy in support of GEA's Federal and State Government, regulatory authority and community-based advocacy programs. Key responsibilities include leading the development of high-stakes submissions, strategic policy positions, and providing expert advice to the CEO, Board and senior stakeholders. The role includes strategic oversight of Policy Committee activities and representation of GEA at senior government and industry forums.

The key focus of the role is to provide strategic, expert and timely policy leadership and development, involving research, analysis and commentary with a focus on outcomes that advance GEA's advocacy objectives.

Organisation Structure



Skills

The ability to consistently demonstrate:

- Strategic policy leadership and development skills in a multi-disciplinary and regulatory environment;
- The ability to identify emerging policy risks and opportunities and act upon them;
- Advanced research and analytical skills across a range of information, data and statistical mediums;
- Expert ability to develop, write and present high-stakes policy or position paper targeted at Federal and State Governments, regulatory authorities, the community and/or industry;
- Established networks and relationships with government, regulatory authorities, and industry stakeholders;
- Experience in leading teams without direct hierarchical influence, such as teams of Member representatives volunteering their time to association activities;
- The ability to develop and write effective communiqués, and associated editorial and commentary;
- Senior-level representational skills; committee leadership and facilitation, including the effective and efficient writing of meeting papers; agenda, minutes and supporting papers;
- A comprehensive understanding and application of Microsoft Office, to include efficient and error-free word-processing, power point presentations and excel spreadsheet development;
- Proven ability to work autonomously and strategically as part of a small team, with capacity to prioritize and manage competing demands;
- The capacity to achieve time dependent outcomes and manage multiple high-priority projects simultaneously; and
- Effective proactive customer service in accordance with Gas Energy Australia's policies and procedures.

Education

- A tertiary qualification (Master's degree preferred) in public policy, economics or similar disciplines, incorporating research and analysis, statistics or related research fields; or
- Commensurate equivalent competency and demonstrated senior-level industry experience.

Experience

- Minimum 7-10 years' experience in policy development and advocacy roles, with demonstrated progression to senior positions;
- Substantial experience in research, information analysis and policy development, in the gas/energy sector or closely related industries (essential);
-

- Proven track record of successful policy advocacy outcomes with government and regulatory authorities;
- Experience in senior stakeholder engagement and representation at government, industry, or regulatory forums; and
- Exposure to the association and/or not-for-profit sector (Highly regarded).

Essential Responsibilities

- Provide strategic policy leadership and expert advice to the CEO and Board on industry policy matters;
- Identify and analyze emerging policy issues, risks and opportunities affecting the gas industry;
- Lead the development of GEA's strategic policy positions and advocacy strategies;
- Develop and write policy and position papers and submissions to government of an exceptional quality;
- Support the GEA Committees, Advisory Council working groups and industry task forces, and associated research and policy development processes;
- Lead GEA's engagement with Federal and State Governments, regulatory authorities, and key industry stakeholders, on industry policy, and related projects and initiatives;
- Provide strategic input to the Manager Technical Development in the development of gas fuels and related national standards and regulations;
- Provide secretariat services; committee management, agenda and minutes, to relevant Gas Energy Australia working groups and industry task forces;
- Provide expert advisory services on matters relating to policy development to Gas Energy Australia members, industry and the community;
- Maintain and develop the Gas Energy Australia research database;
- Oversee and direct commissioned research and analysis activities; and
- Undertake other strategic duties as agreed with the CEO, appropriate to the part-time nature of the role.

Role Relationships

- Internal:
 - CEO;
 - GEA Board of Directors;
 - Managers and Staff.
- External:
 - GEA Members (Senior representatives);
 - Senior Industry leaders and executives;
 - Federal Government representatives (Senior Departmental & Ministerial);
 - State Government representatives (Senior Departmental & Ministerial);

- Regulatory authorities (senior representatives)
- Research agencies and consultants; and
- Other National and International industry associations.

Supervisory Responsibilities

- May in time include oversight of junior policy staff or consultants engaged on specific projects;
- Consultants and Service Providers (as appropriate).

Supervision Received

- The Senior Policy Manager will work with a high degree of autonomy, exercising independent judgment on policy matters while keeping the CEO informed of strategic developments and seeking guidance on major strategic decisions. The role requires self-direction appropriate to a senior position operating on a part-time basis.

Working Environment and Employment Conditions

- Working conditions: standard office environment, with flexibility to work remotely; or fully remote for the right candidate located outside of Canberra.
- Working hours: Part-time schedule (2-3 days per week) to be agreed with CEO, with some flexibility required during peak advocacy periods
- Exposure to hazards: standard office environment.
- Requirement for Employment Agreement detailing appropriate terms and conditions in accordance with the appropriate Federal or State Award with pro-rata entitlements reflecting part-time employment.

Behaviour and Attitude

- The Organisation's vision, mission and core values require each GEA employee to perform their responsibilities ethically, professionally and with a pleasant and engaging attitude and personality.
- Confident, independent, analytical, assertive and decisive.
- Strategic, collaborative, and politically astute.
- Ability to build trust and credibility with senior stakeholders.
- Ability to work highly autonomously while maintaining strategic alignment.

Other

- Ability to participate in national travel and overnight transit as required. Travel requirements will be managed within the part-time schedule where possible.

Remuneration

A salary package of between \$150,000 and \$180,000 (full-time equivalent) plus superannuation and benefits as detailed in the GEA HR Policy may be offered to candidates for this role. Actual remuneration will be pro-rated based on agreed FTE (0.4

- 0.6), resulting in an approximate salary range of \$72,000 - \$90,000 plus superannuation.

Application

Applications for this role should include a Cover Letter detailing the candidate's knowledge and experience pertinent to the requirements of the role with particular emphasis on senior policy achievements and advocacy outcomes, along with their Curriculum Vitae and three referees who can speak to the candidate's senior-level policy experience.

Candidates are asked to provide Cover Letter and Curriculum Vitae by email to GEA CEO Jordan McCollum via jmccollum@gasenergyaus.au including the subject line 'APPLICATION: GEA Senior Policy Manager' before the specified date.