PRINCE EDWARD ISLAND
Regulatory & Appeals Commission
Commission de réglementation et d'appels
ÎLE-DU-PRINCE-ÉDOUARD

EMPLOYMENT OPPORTUNITY

Senior Regulatory Advisor

Permanent, Full Time Position

Salary:

Excluded - Level 21

$ 94,731 to $116,747 per Annum)

CLOSING DATE – Open Until Filled

This competition may be used to fill future job vacancies.

Applicants are requested to clearly detail in their letter of application how their qualifications relate to the position as advertised. Applicants will be screened based on the information provided. The Commission thanks all applicants; however, only those being interviewed will be contacted.

Please submit resumes and letters of application to
Fernanda Fallesen, Finance, HR and Regulatory Clerk
ffallesen@irac.pe.ca

Job Title: Senior Regulatory Advisor	**Classification:** Level 21, Excluded Salary Range: $94,731 to $116,747 per Annum
Reports To: Director of Finance and Regulatory Affairs	**Bilingual:** N/A

Purpose of the Position

Reporting to the Director of Finance and Regulatory Affairs, the Senior Regulatory Advisor supports the Commission with its regulatory mandate and contributes to informed, evidence-based regulatory decision-making. The role combines administrative file management, regulatory and financial analysis and analytical responsibilities including analyzing regulatory applications, industry data, market developments and policy issues affecting utilities, customers and other stakeholders. The Senior Regulatory Advisor provides high level advice and expertise to the Commission in dealing with the regulation of utilities. In addition, the Senior Regulatory Advisor will be responsible for providing analysis and advice on complex financial and economic information related to the industries regulated by the Commission. This position also assists with hearings and decision writing, complaint handling, research and studies, coordinating data collection and reporting, and preparing high-quality research and decision-support materials to assist the Commission in fulfilling its regulatory mandate.

Primary Duties

Electric

- Coordinate and support the administration of all regulatory filings.
- Initiate, track, and maintain records for all electric matters before the Commission, ensuring proper documentation and follow-up.
- Update and manage public-facing regulatory information on the Commission's website to maintain transparency and public access to relevant data.
- Coordinate the timely collection, validation, and submission of utilities' financial data for regulatory review.
- Review and analyze applications, filings, and submissions related to electricity rates, capital investments, system planning and utility operations.
- Prepare information requests to utilities and analyze responses.
- Conduct quantitative and qualitative analysis of regulatory, financial, operational and economic information, including technical analysis and research into regulatory matters related to electrical regulation that may be before the Commission, including data gathering and assessment, trend analysis and financial assessment.
- Monitor and analyze utility actual costs, budgets, forecasts, financial performance, and regulatory compliance.

- Prepare briefing notes, analytical reports, recommendations, and presentations to support regulatory decision making.
- Research emerging issues, industry trends, regulatory practices and policy developments within the electricity sector.
- Project management related to preparation for electric utility hearings.
- Participate in hearings, technical conferences, and other regulatory proceedings.
- Evaluate evidence and identify key issues, risks, and implications associated with regulatory applications.
- Support the development and implementation of regulatory frameworks, policies, guidelines, and reporting requirements.
- Collaborate with legal, financial and engineering professionals on complex matters.
- Identify expert witnesses, prepares engagements, manages activities, monitors progress.
- Receive, research and provide appropriate responses to public inquiries and complaints regarding utilities.
- Assist in resolving disputes to ensure compliance with legislative requirements and regulatory fairness.
- Coordinate and support electrical regulatory meetings, including scheduling, minute-taking, maintenance of records preparing briefing materials and tracking of action items and follow-up activities.
- Monitor utility compliance with applicable legislation and Commission directives, preparing reports on findings.
- Assist with the preparation of Commission orders, decisions, correspondence, and public notices.
- Maintain regulatory records and filing systems to ensure complete and accurate documentation of Commission proceedings.

<u>Other</u>

Perform other related duties as assigned in relation to other mandates, to meet organizational needs. Responsibilities not explicitly stated but consistent with the position may be assigned.

Minimum Qualifications

- University degree and an accounting designation.
- Minimum 5 years accounting and financial analysis experience.

Skills and Knowledge

- Extensive knowledge of financial accounting frameworks.
- In depth knowledge of ratemaking principles and cost of service analysis would be considered an asset.
- Understanding of forecasting, efficiency and conservation measures.
- High-level research and analytical skills.
- Knowledge of regulated industries would be an asset.
- Knowledge and experience in utilities operations, planning, economics and finance would be an asset.
- Ability to interpret and apply legislation, regulations, policies and procedures.
- Ability to think analytically, effective interactive communication, and initiative.

- Proficiency in Microsoft Excel and Office Suite for data analysis, reporting, and document management.
- Experience analyzing financial statements, budgets, forecasts, capital expenditure plans, and other financial information used in regulatory decision-making would be considered an asset.
- Strong ability to collect, research, and analyze data, including volumetric, financial, and operational metrics.
- Skilled at preparing reports, tables, and graphs to inform regulatory decisions.
- Excellent written and verbal communication skills for interacting with stakeholders and preparing documentation.
- Ability to maintain professional relationships with industry representatives and regulators.
- Detail-oriented and highly organized with the ability to manage multiple priorities and deadlines.
- Demonstrated organization skills and the ability to multi-task and meet deadlines;
- Excellent communication skills along with the ability to respect and maintain confidentiality.