

Careers at the AESO

As an independent system operator, the AESO leads the safe, reliable and economic planning and operation of Alberta's interconnected power system. The AESO also facilitates Alberta's fair, efficient and openly competitive wholesale electricity market, which in 2010 had about 175 participants and approximately \$5 billion in annual energy transactions.

ENERGY MARKET COORDINATOR – OPERATIONS [MATERNTIY LEAVE POSITION]

Position Summary

As an Energy Market Coordinator (“Coordinator”) the successful candidate will be primarily responsible for managing and responding to inquiries relating to access to Alberta’s competitive wholesale electricity market. The position includes guiding potential AESO energy market participants (“participants”) through the enrollment/application process to enable trading through the AESO, and to provide participants a high level understanding of the Alberta electric industry and the roles of various industry players. This role also focuses on maintaining existing participant profiles. Maintenance of existing participant profiles include: asset additions, ownership changes, legal entity changes, asset retirements, participant delistings, appointment of agents, assisting participants through mergers and acquisitions, managing micro-generation applications, etc.

In support of their primary role, this employee will also be responsible for ensuring participants are trained and educated appropriately to comply with the ISO Rules, Operating Policies and Procedures (“OPPs”) and the Electric Utilities Act.

The Coordinator role includes responding to, and/or facilitating inquiries of AESOfirstcall and info@aeso.ca customers. AESOfirstcall and info@aeso.ca is an information resource for general energy market inquiries at the AESO.

Accountabilities and Responsibilities

- Primary point of contact for AESOfirstcall and info@aeso.ca and eventually a select number of pool participants.
- Resolve inquiries from market participants, and internal stakeholders in a timely and accurate manner. This may require handling multiple issues and inquiries at one time.
- Maintain awareness of key initiatives from other departments within the AESO.
- Work collaboratively with and maintain a high level of communication with internal stakeholders and various industry players.

The Alberta Electric System Operator, and its members, officers, employees and agents (collectively, the "AESO") is committed to protecting personal information provided to it. By submitting your personal information to the AESO for the purpose of pursuing employment with the AESO, you hereby consent to the collection, use and disclosure of your personal information by the AESO, in accordance with the provisions of the *Personal Information Protection Act of Alberta*, as amended from time to time.

- Maintain an understanding of ISO Rules, OPPs, the Electric Utilities Act, Transmission Tariff, and Transmission Regulation changes.
- Lead or assist with developing business processes within the organization or industry.
- Lead or assist with special cross-functional projects within the organization, specifically market and operations initiatives.
- Develop a holistic understanding of the AESO and the Alberta electricity industry.
- Participate in a rotating on-call role, requiring 24-hour response in an emergency system event.
- Effectively able to manage projects that impact various business units within the AESO.

Education

- Bachelors degree in Communications, or Business

Knowledge, Skills, Abilities and Experience Required

- Solid communication skills and the ability to develop internal and external relationships.
- Detail-oriented.
- Ability to quickly build trust and establish credibility with internal and external participants.
- Strong analytical skills.
- Positive and pro-active attitude are necessary to work efficiently and effectively within a team-oriented environment.
- Ability to work with minimal supervision in a high performance team.
- Strong proficiency and confidence in disseminating complex concepts into effective communication for stakeholders of varying sophistication.
- Time management skills.
- Must be able to adapt to an ever-changing business environment.
- Comfortable with making presentations in front of groups of varying sizes and varying levels of market sophistication.
- Basic understanding of the Alberta electricity market.

If you are interested in the above position, please email your resume in confidence to careers@aeso.ca by February 10th, 2012 in order to be considered.

The AESO is unable to accept unsolicited agency resumes. Any resumes submitted become the sole property of the Alberta Electric System Operator.

The AESO would like to thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.

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