

Position Description

Position title:	Resource Planning Analyst
Reports to:	Manager Program Planning & Controls
Business unit:	Network Services
Employment category:	Contract (Employment Agreement)

About CitiPower and Powercor

As electricity distribution companies we provide safe, reliable and affordable power to 1.3 million Victorian customers. We use our network of poles, wires and infrastructure to bring power to homes and businesses across almost 65% of Victoria — that's more than 120,000 kilometres of wires and 850,000 poles.

But we do so much more than manage poles and wires. We're also the gateway to a clean energy future, dedicated to finding solutions and harnessing new technology to benefit our customers, communities and the environment. This includes industry leading projects in community batteries, demand management, smart charging for electric vehicles (EVs) and microgrids.

And as more customers choose solar, batteries, EVs and smart appliances — the electricity system is becoming increasingly complex, and so too is the level of innovation required to manage it.

About the Network Services team you'll be part of

Network Services is a 24x7 operation, constructing and maintaining electrical infrastructure and responding to faults and emergencies throughout the CitiPower and Powercor electricity distribution networks. The team is responsible for design, project management, workforce management, field construction and supply chain and logistics management. Functional teams include network control and operations, major projects, maintenance, field services, design and customer programs and works delivery management.

Our core values



Live
safely



Improve
our business



Be customer
and community
minded



Be the best
you can be



Succeed
together

Purpose of the position

Resource planning is an integral part of the Program Planning & Control function in Network Services. The purpose of the resource planning analyst role is to manage and optimise resource utilisation across the CitiPower & Powercor ("CPPAL") network to drive successful and efficient delivery of the works program.

Resource Planning Analysts are required to strategically plan the resourcing of the works program for each region/depot ensuring the continuous alignment of workload and resources to maximise resource utilisation and external resource engagement for cost efficient works delivery.

Your key responsibilities

Maintain the capacity forecast

- Responsible for the development and maintenance of an accurate rolling 12 months resource capacity plan for an area or region, by location, work centre and skill type.
- Maintain external/contractor resource profiles and ensure these are considered within the overall resource profile.

Resource planning & optimisation

- Analyse each area/region's program workload taking into consideration program delivery requirements, resource & contractor availability and other local factors and strategically plan and enact resource solutions to ensure successful program delivery.
- Identify, communicate and align resource and work across locations to exploit opportunities within the work programs to maximise workforce productivity & utilisation, initiating the transfer of resources (both short and long term) across programs and regions.
- Identify, communicate and escalate (as required) workload and/or resourcing supply issues and/or risks, and work closely with key stakeholders to mitigate those or enact opportunities to address and ensure program delivery outcomes are achieved and resource utilisation is maintained.
- Recommend workload balancing opportunities to optimise resource utilisation and improve program delivery outcomes.
- Identify and recommend work packaging & external resource engagement needs when all internal options are exhausted in line with documented business policies.
- Monitor resource and program delivery Key Performance Indicators and propose and action strategic resource plans to ensure resource performance and business program targets can be achieved.
- Analyse requirements for and contribute to long term workforce planning needs.

Regional/function capacity controls & governance

- Manage & maintain location level capacity and utilisation reporting systems with focus on actual vs forecast capacity (i.e. productive time, overtime, non-billable, leave etc.).
- Monitor and report on monthly forecast vs actual work planned/completed, capacity planned/delivered and program variations for assigned area/region with a focus on ensuring all variances are well understood, communicated and incorporated in future forecasts.
- Work closely with Works Delivery teams to ensure alignment between plan and schedule with any deviation identified, and rationale communicated to key stakeholders.

Stakeholder management

- Operate as an effective & collaborative member of the Program Planning & Controls team, to deliver Powercor Network Services annual works program safely and efficiently.

- Formally review the location and area/regional resource & delivery plans with key stakeholders at least monthly to ensure resource and delivery strategies are understood and action is being taken to manage risk & opportunities and ensure both program delivery and resource performance objectives are achieved.
- Review program delivery & resource outcomes with key stakeholders to ensure improvements are captured and implemented.
- Develop and maintain strong relationships with key stakeholders and proactively engage and negotiate to facilitate ownership of actions and key delivery activities.
- Deliver proactive and regular reporting to key stakeholders to provide actionable insights on works, capacity, availability and resource status and risks are aligned with needs.

Innovation & Continuous Improvement

- Develop, implement and recommend new and innovative processes and practices to meet business needs and improve program delivery and team effectiveness.
- Learn from unsuccessful and successful activities/projects and apply learnings to future projects.

What you'll bring to the business

Education / Qualifications:

- Advanced Diploma qualification in ESI Power Systems or a relevant technical trade or project management discipline, and/or;
 - other relevant tertiary qualifications or qualification specialising in resource / workforce planning ,and/or;
 - demonstrated experience in a similar type role.

Knowledge:

- Strong analytical and reporting skills.
- Strong decision making and prioritisation abilities.
- Excellent communication and interpersonal skills to interact effectively with management and employees, including reconciling divergent stakeholder needs.
- Understanding of Works program and capacity planning principles and associated commercial acumen.
- Ability to interpret and utilise multiple sources of information to aid in decision making (i.e. budget, hours and target dates).
- Ability to utilise forecasts and reporting to analyse and identify trends to support workload and capacity planning decision making.
- Demonstrated attention to detail, excellent problem solving ability and high numeracy.
- Knowledge of the electricity transmission and distribution networks (including design).
- Strong working knowledge of SAP.
- Knowledge of the regulatory drivers, business targets and the key interfaces that impact upon the operation of CitiPower / Powercor.

Experience:

- A demonstrated understanding of resource planning or project management principles.
- Medium to advanced understanding of SAP operating structure.

The skills and competencies you'll have

'Thought' competencies

1. Manages complexity: Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems
2. Business insight: Applying knowledge of business and the marketplace to advance the organisation's goals
3. Decision Quality: Considers various points and uses good judgement to make decisions and recommendations, knowing when to act or escalate

'Result' competencies

1. Action oriented: Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm
2. Plans and aligns: Planning and prioritising work to meet commitments aligned with organisational goals
3. Resourcefulness: Securing and deploying resources effectively and efficiently

'People' competencies

1. Collaborates: Building partnerships and working collaboratively with others to meet shared objectives
2. Communicates effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
3. Drives engagement: Creating a climate where people are motivated to do their best to help the organisation achieve its objectives

'Self' competencies

1. Being resilient: Rebounding from setbacks and adversity when facing difficult situations
2. Manages ambiguity: Operating effectively, even when things are not certain or the way forward is not clear
3. Situational adaptability: Adapting approach and demeanour in real time to match the shifting demands of different situations

Other relevant information

- Travel to other work locations / sites may be required.