

Position Description

Position title:	Works Delivery Coordinator, EP&T Maintenance Planner
Reports to:	Works Delivery Manager, EP&T and MOG
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 1.9 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

This position is responsible for the optimisation of Works Program Delivery.

Through effective and efficient (typically up to 3 months) delivery of technical decision making this role creates, reviews and releases a delivery plan that confirms the approach to work, aligns work and identifies dependencies that maximise utilisation, productivity and target date delivery achievement and meets Health & Safety outcomes.

This position is a key technical member of the Works Delivery Coordination team and is expected to assist and add value to process improvement and communication.

Your key responsibilities

Works Program Delivery

- Prepares works for field execution with Health and Safety and compliance as a number one priority
- Adopts an economic and commercial focus that makes risk-based decisions in developing a Works Program that achieves the best outcome for CitiPower / Powercor
- Actions and resolves scheduling and resourcing issues as required
- Identifies and issues work packaging opportunities for external resources when all internal options are exhausted in line with documented business policies
- Ensure effective alignment of works into the program to achieve efficient delivery in accordance with policy, financial, asset downtime, travel optimisation and target delivery timeframes
- Support Works Dispatch activities during emergency and escalated events to minimise unplanned customer minutes off supply STPIS (SAIDI) via Assisted Dispatch Process
- Interrogation of business systems to determine appropriate technical assessment, response and scope as required

Job Readiness

- Co-ordinate and ensure that work is released to be scheduled in a timely and complete manner
- Apply for CitiPower / Powercor Network access (as appropriate) through the SRR system
- Transfer from the field plan to SAP Operations a works instruction that clearly identifies and defines the quantity and quality of work to be achieved and the date by which it must be achieved. (eg: Erect X poles to technical standard xxxx)
- Identify hazards (if known) and liaise with local field resource to ensure that appropriate control measures are actioned at field execution.
- Ensures dependencies required to execute field works (Resources include internal and external resources, speciality equipment and / or fleet as appropriate, skills, tools and network access) are actioned by the Work Delivery officers as per the requirements of the field plan.

Innovation and Continuous Improvement

- Create and instil a workplace culture that is focused on work place continuous improvement
- Actively support and gain employee engagement in new or modified processes and systems.
- Proactively improve the efficiency of the schedule by identifying, assessing and analysing data against key critical criteria.

- Propose and embed Works Program improvements based on advanced analysis of Works Program metrics.
- Review, maintains and manages update of key systems (eg: RealEst, Skills, SAP HR) to ensure the accuracy, currency and effectiveness of the key information used for schedule optimisation

Stakeholder Management & Communication

- Negotiate with key stakeholders modified processes, systems or project related outcomes (eg: target dates)
- Provide support and advice as required to key stakeholders around the constructability of proposed designs.
- Proactively propose strategies to improve team or individual performance
- Liaise with key stakeholders to obtain approval for proposed variations (as appropriate)
- Contributes to regular reporting and information forums to review work programs and project progress
- Identify and liaise with customers through key stakeholders around access or outages

What you'll bring to the business

Education / Qualifications:

- Diploma of ESI Power Systems/Associate Diploma of
- Electrical Engineering/Certificate 3 in Electrical Distribution
- Or demonstrated experience in a similar type role

Knowledge:

- Knowledge of the electricity transmission and distribution networks (including design)
- Practical knowledge of field application and execution of Work Dispatch activities
- Knowledge of the regulatory drivers, business targets and the key interfaces that impact upon the operation of CitiPower / Powercor
- Demonstrated knowledge and understanding of the end to end IPSDEC model to ensure process adherence and to enable upstream and downstream improvement opportunity
- Working knowledge of human resource principles & practices and understanding of regulatory compliance issues (including OHS) For example: overtime, LAHA, apprentice and trainee management, fatigue etc)
- Advanced working knowledge of end to end systems used across the works program value chain

Experience:

- 5+ years experience within Distribution and/or Transmission networks; and/or
- Previous experience planning and preparing jobs to Works Dispatch for field execution with Health and Safety and compliance as a number one priority and/or
- Experience as a Team or Work Site Leader and/or demonstrated leadership in electrical construction is advantageous

The skills and competencies you'll have

'Thought' competencies (select 1-3 most important)

1. Manages complexity: Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems
2. Financial/commercial acumen: Applying financial thinking, commercial rigour and discipline to all business decisions and customer relationships to identify ways of maximising and protecting our business value
3. Decision Quality: Considers various points and uses good judgement to make decisions and recommendations, knowing when to act or escalate

'Result' competencies (select 1-3 most important)

1. Ensures accountability: Holding self and others accountable to meet commitments
2. Optimises work processes: Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement
3. Plans and aligns: Planning and prioritising work to meet commitments aligned with organisational goals

'People' competencies (select 1-3 most important)

1. Builds networks: Effectively building formal and informal relationship networks inside and outside the organisation
2. Collaborates: Building partnerships and working collaboratively with others to meet shared objectives
3. Competency number three

'Self' competencies (select 1-3 most important)

1. Being resilient: Rebounding from setbacks and adversity when facing difficult situations
2. Courage: Stepping up to address difficult issues, saying what needs to be said
3. Situational adaptability: Adapting approach and demeanour in real time to match the shifting demands of different situations

Other relevant information

- A pre-employment medical / physical assessment may be required
- Availability duty will be required
- Travel to other work locations / sites may be required
- Direct reports - FTE direct reports: [Click to add text] Contractor direct reports: [Click to add text]
- Budget: OPEX [Click to add text], CAPEX [Click to add text]