Position Description

Position title:	Works Delivery Coordinator
Reports to:	Works Delivery Manager
Business unit:	Network Services
Employment category:	Enterprise Agreement (Technical Grade 4)

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



Purpose of the position

The Works Delivery Coordinator (WDC) is responsible for enabling the safe, efficient and reliable delivery of the Works Program by managing the end-to-end works delivery process.

The role focuses on coordinating, prioritising and optimising the program of customer, maintenance and network works through effective scheduling, release of work to the field, management of in-day changes and jeopardies, and close collaboration with Field Leaders and stakeholders.

The WDC ensures work is issued clearly, plans are received and reviewed, schedules are optimised to maximise productivity and resource utilisation, and priorities are balanced to achieve target dates while maintaining strong Health, Safety and compliance outcomes.

This role is a key operational integrator within Works Delivery, providing visibility, control and adaptability across the program, and supporting continuous improvement in how work is planned, prioritised and delivered.

Your key responsibilities

- Prepare and schedule work for field execution with Health and Safety and compliance as a number one priority
- Co-ordinate and ensure that work is released to field in a timely and complete manner with a strong focus on target date completion
- Support and instil a workplace culture that is focused on workplace continuous improvement
- Negotiate with key stakeholders modified processes, systems or project related outcomes (eg: target dates)
- Support the faults dispatch activities during emergency and escalated events to minimise unplanned customer minutes off supply STPIS (SAIDI)
- Contribute to regular reporting and information forums to review work programs and project progress
- Commit to maintaining and updating technical skills and knowledge (as required)

What you'll bring to the business

Education / Qualifications:

- Advanced Diploma qualification in ESI Power Systems or a relevant technical trade discipline (desirable)

Knowledge:

- Knowledge of the electricity transmission and distribution networks (including design) or previous experience within Distribution and/or Transmission networks (desirable)
- Advanced working knowledge of SAP and workforce management systems with the ability to make high quality throughput, coordination and scheduling decisions.
- 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)
- Demonstrated understanding and application of project management methods, tools and techniques

Experience:

- Demonstrated experience in a similar type role
- Previous experience planning and preparing jobs to Works Dispatch for field execution with Health and Safety and compliance as a number one priority
- Demonstrated experience using SAP, Salesforce and/or Microsoft365 applications

The skills and competencies you'll have

'Thought' competencies

1. Balances stakeholders: Anticipating and balancing the needs of multiple stakeholders

'Result' competencies

1. Action oriented: Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm

'People' competencies

1. Communicates effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences

'Self' competencies

1. Demonstrates self-awareness: Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses

Other relevant information

- Travel to other work locations / sites may be required