



# Position Description

<b>Position title:</b>	Materials Coordinator
<b>Reports to:</b>	Field Leader/Snr Field Leader
<b>Business unit:</b>	Network Services
<b>Employment category:</b>	Enterprise Agreement (Technical Grade 2-3)

## 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

As an important member of the delivery team, the materials coordinator primary role is to order materials for project delivery and check ordered materials are delivered and ready for the project. Communicate problems and variations and maintain records. Manage internal allocation of materials per project to ensure project completion.

- Ordering materials, PPE, and incidentals related to projects and resource members.
- Check back orders and maintain depot maintenance stock levels.
- Maintain register and test status of operating equipment, testing equipment, first aid kits, and ladders.
- Arrange for the repairs, maintenance and servicing of tools equipment and plant.
- Monitor job lots and maintain the depot yard in a clean and orderly manner.
- Support Field Leader with depot yard compliance tracking and general depot administration.

Employment will be subject to the candidate successfully completing a pre-employment medical examination (which includes hearing test, colour blindness and physical examination) and relevant drug and alcohol test, to assess fitness for work.

## Your key responsibilities

This role is vital to the efficient use of labour to deliver projects on time. It is imperative that the equipment needed for each project is ordered and in stock for the field teams to proceed with their works as planned.

### Correct Materials ordered and supplied for the project

- Final job lots complete with contents 'fit for purpose' to deliver the projects.
- Awareness of spare stock in the location and assessing those spares when appropriate, reducing project costs.
- Long lead and back-order monitoring and logistics prompt for materials delivery.
- Reduce rework and site abandonment by maintaining scheduled deliveries to site.

### Correct Materials entered into SAP as part of materials task list build up

- Check SAP workbench to ensure appropriate materials and plant are ordered.
- Advised CPLs of back order & long lead items.

### General admin support to teams

- Ensure project team can deliver their work with confidence that the correct materials will be ordered and available at the time of construction.
- Access spares from stores, yard or other location as required to have the right materials available for the projects.
- Provide support to Project Manager in materials task list build up and liaise with Design and Construction to ensure the correct materials are provided to complete the project.
- Support other depots as required.

## Maintain a register of all equipment required and arrange testing

- Electrical test equipment.
- Ladders.
- Operating gloves and sleeves.
- Live line equipment.
- Lifting equipment.
- First aid kits.
- Pole jacks.
- Yard shelving.

## What you'll bring to the business

### Education:

- Certificate II in Warehousing and Distribution or equivalent (advantageous).

### Knowledge:

- Working knowledge of construction job plans to review a construction file and determine the materials requirements of each job.

### Experience:

- SAP and Excel.
- Assessing exact detailed material requirements for construction projects is essential.
- Extensive knowledge of electricity distribution construction.
- Experience in ordering and returning materials in SAP.
- Knowledge of distribution hardware, design and network asset work practices.
- Knowledge and understanding of relevant policies and procedures.
- Failed asset reporting.

# The skills and competencies you'll have

## 'Thought' competencies

1. 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
2. Balances stakeholders: Anticipating and balancing the needs of multiple stakeholders
3. Strategic mindset: Seeing ahead to future possibilities and translating them into breakthrough strategies

## '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. Ensures accountability: Holding self and others accountable to meet commitments

## 'People' competencies

1. Communicates effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
2. Collaborates: Building partnerships and working collaboratively with others to meet shared objectives
3. Organisational savvy: Manoeuvring comfortably through complex policy, process, and people-related organisational dynamics

## 'Self' competencies

1. Instils trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity
2. Situational adaptability: Adapting approach and demeanour in real time to match the shifting demands of different situations
3. Manages ambiguity: Operating effectively, even when things are not certain or the way forward is not clear

## 'Leadership' competencies

1. Manage self: Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.
2. Take the lead: Taking the lead and pushing for performance. Take charge, declaring, decisive. Push, hold people accountable.
3. Enable others: Creates conditions for others to lead and contribute. Empowers others. Listens, open to influence. Supports, treats people well.
4. Strategic focus: Position your team for the future. Set direction, drive improvements and growth, embrace innovation.
5. Execution and results: Position your team for the future. Set direction, drive improvements and growth.

## Other relevant information

- A pre-employment medical / physical assessment may be required.
- Availability duty may be required.
- Travel to other work locations / sites may be required.
- Forklift Licence (advantageous).
- Valid Victorian drivers licence (Heavy Rigid advantageous).