

Position Description

Position	Network Coordinator	Date	March 2010
Business Unit	Network Operations Centre	Location	New Plymouth
Purpose	This role is responsible for the real-time operation of Powerco's HV and LV electricity and gas distribution networks (on a 24 / 7 shift basis). This involves the day to day application of Powerco's network operating policies and procedures and the coordination of field activities in response to network outages, incidents and major emergencies. Key responsibilities include network safety, protection of plant, network reliability, maintenance of records and communication.		

Key Relationships			
Position Reports to:	Network Coordination Manager	Direct Reports:	0
Key Internal Interfaces:	Dispatch, Network Information, Systems Support, Network Assets, Service Delivery and Corporate Communications		
Key External Interfaces:	Service Providers, Retailers, Generators, Transpower, End-user customers		

Key Result Areas

Jobholder is accountable for:	Jobholder is successful when:
1. Real-time operation of Powerco's electricity and gas networks <ul style="list-style-type: none"> Ensuring the day-to-day application of (and adherence to) Powerco network operating policies and procedures Controlling access to Powerco's high voltage electricity networks Writing, checking and authorising high voltage planned and unplanned switching instructions Coordination of planned and unplanned switching on the networks Monitoring and managing load demand via SCADA and load control systems Analyse complex situations involving electrical networks and develop and implement solutions (using available information and computer applications) in real time 	<ul style="list-style-type: none"> The KPI targets for the Network Coordination Team are met
2. Customer Focus <ul style="list-style-type: none"> Manage customer trouble call responses and the restoration of supply after faults 	<ul style="list-style-type: none"> Customers feel that their problem has been understood and Powerco has done its utmost to rectify the concern
3. Emergency management <ul style="list-style-type: none"> Prepare, maintain and implement appropriate network contingency plans Initiate emergency procedures when appropriate 	<ul style="list-style-type: none"> Contingency plans are available, up-to-date and used when appropriate Emergency procedures are activated when appropriate
4. Reporting and internal processes <ul style="list-style-type: none"> Maintain accurate records and reports regarding network outages, incidents and events (including databases, logs, switching sheets and outage report, etc) Undertake minor projects or technical investigations relating to network operations (e.g. network performance, operating procedures) 	<ul style="list-style-type: none"> Powerco management have the appropriate reports to provide quality information for the longer term wellbeing of the network. Operating procedures are fit-for-purpose and up-to-date
5. Powerco values <ul style="list-style-type: none"> Contribute to Powerco mission and vision through living the Powerco values 	<ul style="list-style-type: none"> Feedback from team and manager shows living the values.

Position Description

Contribute to Powerco mission and vision through...

Value	Interpretation and Implementation
Acting with integrity	We will work honestly and fairly, operating professionally, ethically and take ownership of our actions
Providing leadership and demonstrating teamwork	We will demonstrate the behaviours, drive and commitment necessary to build respect, open communication and cooperation
Working in partnership with our stakeholders	We are committed to building win-win partnerships across our business and with our customers, suppliers and the community
Driving business improvement through innovation	We will continually seek improvement and innovative solutions from ourselves and our suppliers, and do what it takes to get quality results
Committed to safety and having regard for the environment	We are committed to keeping people healthy and safe, and to the sustainable use of the environment

Person Profile

Qualifications

Essential	Desirable
<ul style="list-style-type: none"> Appropriate trade qualifications (NZCE or equivalent) 	

Knowledge & Experience

<ul style="list-style-type: none"> Knowledge of environmental, operational and legislative requirements Knowledge of risk management concepts Understanding of Health & Safety requirements Considerable electricity distribution experience Knowledge of electrical substations and high voltage electricity networks Knowledge of protection systems, SCADA and communication systems Detailed knowledge of isolation and access procedures and operating practices
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Key Skills/Attributes/Job Specific Competencies

<ul style="list-style-type: none"> Safety focus - Demonstrated commitment to improvements in safety performance. Initiative – Ability to take or initiate appropriate action to deal with a wide variety of situations Communication skills – Ability to communicate effectively in both oral and written form Adaptability – Ability to accommodate changes in the environment, organisation, technology and levels of responsibility Real-time problem solving - Ability to work effectively, solve problems and provide direction to field staff in a highly technical, real-time situation utilising various computer programs, information and communication systems Teamwork – Ability to foster team spirit and build and maintain cooperative and productive relationships with other Powerco staff
