



Release Planner

Network Operations and Performance

Position Description



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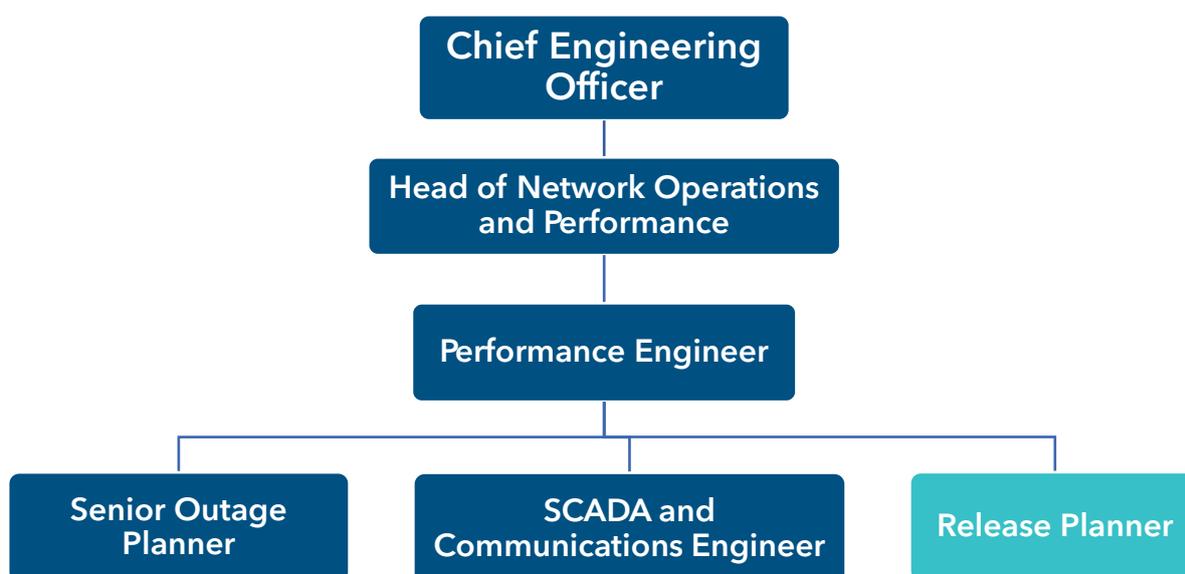
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Release Planner

Position Descriptions are intended to describe the main functions and responsibilities required of the role. Position Descriptions are not to be construed as an exhaustive list of all responsibilities or duties that may reasonably be required of the incumbent in this role. Employees will be expected to perform any duties reasonably requested by the employer. Position Descriptions are subject to review to reflect changing circumstances and may be amended from time to time to take account of the role requirements that evolve over time.

Reporting to:	Performance Engineer
Responsible for:	The approval of work plans to ensure network releases can be submitted for processing
Position purpose:	To manage the planning of network outages to ensure all projects are progressed in a safe and timely manner
Last review date:	July 2024

Where you will fit



Key Relationships

It is a key responsibility that relationships must be built and maintained in such a way as to bring about positive and respectful interactions

External

- Customers
- Contractors
- Transpower

Internal

- Network Operations and performance Team
- Field Services Team
- Works Delivery Team

- Customer Commercial Team
- Engineering and Design Team
- Future Networks Team
- Asset Lifecycle Team
- External Engagement Team
- Safety and Risk

Outage Planning and Performance

You Are Responsible For

- Approval of Work Plans
- Job and outage planning, ensuring outages are planned to minimise disruption duration and frequency
- Managing Transpower planned outages

You Are Successful When

- Prior to Work Plan phase liaison is carried out with project managers / project engineers on project execution, specifically to evaluate and agree on job regarding isolations, load transfer and resource requirements
- Work Plans are evaluated and approved on time
- Any necessary system modelling is coordinated with Future Networks team
- Transpower outages are coordinated to minimise disruption
- Accurate records are kept of all processes executed and influenced by the team
- Assist the Performance Engineer with analysing faults and providing recommendations for improvements
- Planning of all work on the network is done in accordance with relevant Acts, Regulations, Codes of Practice, and SM-EI
- You support and actively contribute to future enhancement of systems and processes

Network Control

You Are Responsible For

- Backing up Network Controller and carrying out controller tasks as and when required.

You Are Successful When

- Key Network Controller tasks are carried out, including (but not limited to):
 - Manning the control desk during office hours
 - 'Updating/dressing' of the switching diagrams in real time
 - All SCADA alarms are acknowledged and escalated when appropriate
 - Release requests and switching instructions for planned and unplanned work are prepared and executed
 - Timely and accurate reporting of SAIDI and SAIFI

Financial Responsibilities

You are responsible for

(Authorities may change to align with organisation changes to delegations of authority.)

- Controls a budget: N
- Maximum that may be spent without reference to manager: NA
- Jobholder can spend unbudgeted capital: N

- Jobholder is responsible for committing the organisation to long-term contracts: N
- Jobholder signs correspondence for Company: N

What You Will Bring:

Education & Qualifications	Essential	Desirable
<ul style="list-style-type: none"> • Relevant qualification in Electrical or Power Engineering • Electrical Registration • 2 years Supply Authority work 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓
Knowledge, Skills & Experience	Essential	Desirable
<ul style="list-style-type: none"> • Good problem solving/analytical skills • Knowledge of the Electricity Safety Regulations and SM-EI • Knowledge of the Electricity Participation Code as it relates to distribution companies • Read and interpret GIS maps and information • Read and interpret electricity network diagrams and plans • Competent user of Microsoft products • Attention to detail and high level of accuracy • Exceptional written and verbal communication skills, including confidence to speak out • Takes responsibility for the safety of all 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓

What We Expect

Health & Safety

- Actively participating in health and safety (H&S) responsibilities outlined in Alpine's H&S Management Programme
- Following all established work procedures with regard to the requirements for H&S, including the use of PPE
- Identifying and reporting hazards
- Adhering to all H&S practices and rules
- Actively promoting and supporting health and safety, and wellbeing initiatives

Continuous Improvement

- Taking the initiative to improve work practices and to get the best possible outcome
- Looking for opportunities to improve systems, processes and work practices - both within your own position and our company as a whole
- Participate in MBUs, both within in your own team and across AEL

Customer Excellence

- Acting as an ambassador for AEL, going above and beyond to always provide both internal and external customers with exceptional service - approachable, interested and friendly
- Treating everyone with respect - taking time to listen, learn and understand. Problems and complaints are acknowledged, solutions identified and promptly acted upon
- Taking responsibility for the achievement of the organisational levels of service, measures, and targets as they relate to the role

Teamwork

- Working together as one team
- Willingly sharing your knowledge and experience
- Open, honest, considerate, and respectful communication
- Demonstrate positivity and respect and support and care for your colleagues.
- Demonstrate initiative and commitment to team objectives
- Actively participating in group activities
- Being open and receptive to change
- Positive response to requests for assistance from within your own team and other teams; demonstrating adaptability and willingness

Performance & Development

- Taking a full and active role in Performance Development Plan discussions with your manager (prepares, participates, follows through). Identifying and following through on opportunities for personal and professional development
- Demonstrating commitment to up-skilling and further developing specialist knowledge and best practice initiatives
- Participating in training opportunities with an open mind

Civil Defence Emergency Management

- Assisting AEL in preparing for and responding to an emergency
- After establishing the safety of members of your household, you may be assigned duties to assist AEL in an emergency

Personal Accountability

Being a positive role model and promoting AEL favourably.

- Be approachable, personable, willing, and consistent
- Contribute proactively through empowering our communities
- Work within and contribute to all AEL policies and standards

Other Duties

Occasionally you may be required to undertake duties in addition to those outlined, but of which fall within your capabilities and experience.

Employees are expected to carry out such other duties and responsibilities as may be requested from time to time by their supervisor or manager which are generally consistent with the objectives of the position.



Our Vision

Empowering our Community



Our Purpose

We deliver secure and reliable energy while innovating for our future

Our Values



Safety

We value health & safety always



Integrity

We are honest and sincere; we mean what we say and say what we mean



Accountability

We accept responsibility

All built on a foundation of RESPECT

Manager

Date

Position Holder

Date