



Network Controller

Operations Team

Position Description



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Network Controller

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 for time to time to take account of the role requirements that evolve over time.

Reporting to:	Team Leader - Network Control
Responsible for:	Nil
Position purpose:	<ul style="list-style-type: none">• Monitoring network voltages, power flows and statuses using the SCADA system and other means.• Controlling all switching and operating on the network for planned work and during emergencies.
Last review date:	November 2022

Where you will fit



Financial Responsibilities

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: Nil
- Jobholder can spend unbudgeted capital: N
- Jobholder is responsible for committing the organisation to long-term contracts: N
- Jobholder signs correspondence for Company: Y

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

- Contactors
- Consumers
- Transpower
- USI Load Manager
- Retailers
- Suppliers

Internal

- Executive Management Team
- Network Delivery Team
- Customer Service Team
- Maintenance Team
- Asset Information team
- Planning team
- Business Support teams
- Safety & Risk team
- Vegetation Team
- SCADA / Comms Eng / Tech

Network Operations / Control

You are responsible for

- Real time monitoring of Network Assets' condition and status in terms of conformance, performance, quality and safety
- Switching instructions
- Switching diagrams
- Record keeping
- Network operating
- Plant Fault Reports
- High loads & close approach permits
- System reliability reporting

You are successful when

- You participate in the roster to manage the control desk during office hours
- 'Updating/dressing' of the switching diagrams is actioned in real time. Tags in SCADA mater station are applied as and when required
- You participate in the roster for on-call desk/control duties after hours to deal with network outages
- All SCADA alarms are acknowledged and escalated when appropriate. Network loading is managed within acceptable equipment/plant ratings
- All building and substation security and fire alarms installed in AEL assets are monitor
- Access is logged to AEL Operational Areas and Repeater sites
- All outage related information including protection flags after events, equipment non-conformance reports and Human Element Incidents are recorded

- All switching instructions for planned and unplanned work are prepared and executed in accordance with the Switching Instruction Writing Standard and checked before issued
- Switching instructions are supplied to contractors within agreed timeframes
- You liaise with GIS/CAD teams to ensure up to date switching diagrams are in the control room, and updates are issued to field staff on a regular basis
- You ensure that accurate records are kept of all processes executed and influenced by the Network Control Team
- You ensure that all operating on the network is carried out in a safe manner and in accordance with relevant Acts, Regulations, Codes of Practice, and SM-EI
- All ripple injection plants for tariff signalling and/or load control purposes are operated as directed
- You ensure that stand-in and control desk duty changes are handed over by communicating all significant events or network changes and statuses before leaving the control room
- You inform the Team Leader - Network Control and/or the Operations Manager of any network faults affecting power supply to major consumers or risk to plant
- Plant fault reports are actioned and processed in the appropriate timeframes
- High load permit applications and close approach permits are processed and issued when required
- Timely and accurate reporting of SAIDI, CAIDI and SAIFI
- You support and contribute to future enhancement of systems and processes

Network SCADA & Communications

You are responsible for

- System functionality and availability

You are successful when

- All SCADA/Comms systems errors and faults are recorded and liaise with SCADA/Comms engineer/technician for action
- You participate in all training to ensure familiarity with SCADA systems functionality
- You participate in and support SCADA functionality improvements and additions such as OMS & DMS

Vegetation Management

You are responsible for

- Vegetation management

You are successful when

- You liaise with Vegetation Coordinator and contractor in planning vegetation work during network emergencies (i.e. unplanned work)
- Switching instructions for planned vegetation work and switching for network planned work includes vegetation management requirements

Customer Relations

You are responsible for

- Actioning and dealing with customer issues relating to the reliability or performance of the network
- Developing a strong relationship with Transpower & Retailers' operational staff and ensure effective and efficient information flow during outages

You are successful when

- Issues are resolved within the expected timeframes
- Customers relations and feedback are positive
- You liaise with Manawa Energy Ltd regarding AEL and Transpower outages affecting Opuha generation (planned and unplanned).

What You Will Bring:

Education & Qualifications	Essential	Desirable
<ul style="list-style-type: none"> • Electrician registration 	✓	
Knowledge, Skills & Experience	Essential	Desirable
<ul style="list-style-type: none"> • Minimum of 2 years Supply Authority work 	✓	
<ul style="list-style-type: none"> • Knowledge of the Electricity Safety Regulations and SM-EI 	✓	
<ul style="list-style-type: none"> • Knowledge of the Electricity Participation Code as it relates to distribution companies 		✓
<ul style="list-style-type: none"> • Tertiary qualification in Electrical or Power Engineering 		✓
<ul style="list-style-type: none"> • 5 years Supply Authority work Previous experience in a similar role 		✓
<ul style="list-style-type: none"> • Willingness to participate, take on responsibilities and contribute positively in a team situation 	✓	
<ul style="list-style-type: none"> • Previous experience writing switching instructions 	✓	
<ul style="list-style-type: none"> • Ability to understand and communicate fault reports 	✓	
<ul style="list-style-type: none"> • Ability to understanding network operational information systems and managing the status and access to the network 	✓	
<ul style="list-style-type: none"> • Dedication to get results; willingness to accept responsibility 	✓	
<ul style="list-style-type: none"> • Awareness of and commitment to company policies, specifically health and safety and quality management policies 	✓	

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