

POSITION DESCRIPTION

Position title:	Senior Design Engineer (Controls and Communications)		
Reports to:	GM Engineering Services		
Group:	Engineering Services	Infratec NZ Ltd	
Revision (m/y):	08/25	Date:	10 October 2025

PURPOSE

As a Senior Design Engineer specialising in controls and communications you are responsible for working within the Engineering team to:

- provide electrical engineering services including managing the delivery of project design packages
- provide technical advice and support to develop less experienced engineers
- engage and manage engineering specialists to deliver project deliverables
- lead and support the development of capturing knowledge and process into business systems
- support management to lift engineering practice and continuous improvement of services

As part of the Engineering team, you will take conceptual designs through to detailed design, for low and medium to high voltage installations. You will support the business by contributing to developing tenders and proposals, identifying, and designing technical solutions and providing accurate pricing and estimation for your areas of responsibility.

The work will primarily involve leading the development of controls and communications design for our solar and BESS sites. Key activities include developing, implementing and maintaining SCADA for our sites, developing the logic and configuring the plant site controller and developing the communications design for these sites. You will support the lead electrical design engineer to complete design drawings, provide equipment specifications, lead procurement of this equipment, and oversee or undertake testing and commissioning of this devices/equipment in the field. Your role will also involve providing on-going operational support to our sister company NewPower Energy Limited (NEL) who own and operate many of our projects. To undertake these activities, you will work with externals, such as the Electricity Distribution Business (EDB), Transpower, equipment suppliers and consultants.

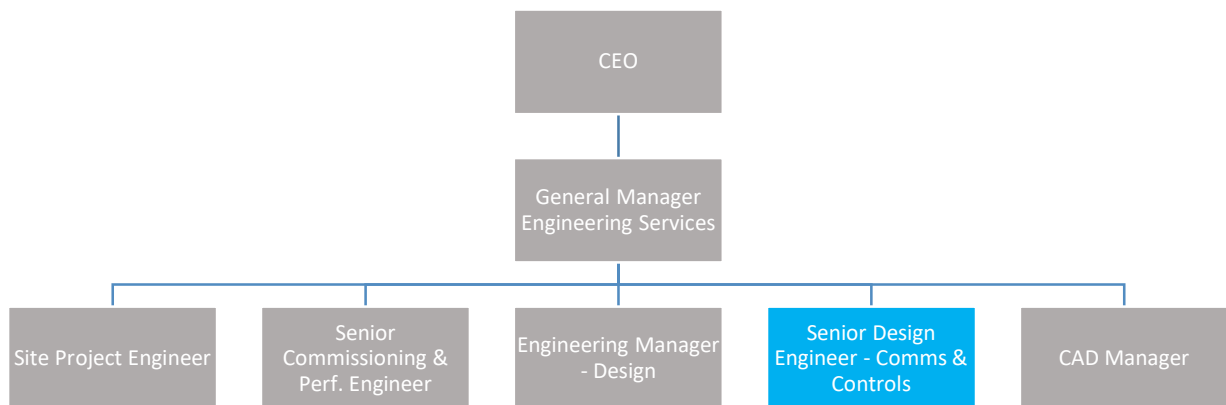
You have the following key areas of responsibility:

- Design Services
- Consulting Services
- Customer and Supplier Communications
- Internal Communications
- Technical and Personal Development
- Health and Safety

Key measures:

- Design deliverables within budget and on time
- Effective management of consultants and their deliverables
- Contribution to ensuring quality systems are followed
- Risks and variations highlighted in timely and effective manner
- Knowledge system development

REPORTING STRUCTURE



RESOURCE ACCOUNTABILITIES

Staff Numbers	NIL
Operating Budget	TBC
Capital Budget	TBC
Expense Authority	TBC

PERFORMANCE OUTPUTS

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
NewPower Group Values	In all aspects of work seek to uphold and deliver to the Group Values: • <i>In it together</i> • <i>Innovation</i> • <i>Passion</i> • <i>Tenacity</i>	• Work within and model the Group Values with intention and consistency.
Engineering Services	• Provide the business with scoping, pricing and designing for activities and major projects as required • Proactively identify and communicate potential technical risks during design and engineering stages • Demonstrate knowledge of and compliance with quality systems and safety practices • Develop detailed design, functional and installation specifications for design and build projects • Engage and manage engineering specialists to deliver project deliverables • Competency with AutoCAD and /or other design and Modelling Tools • Provide detailed commissioning requirements and as required be able to support technical enquires from the sites	• Paperwork up to date and accurate • Knowledge management system for services provided updated and maintained • No rework attributable to your standard of work • Legislative and compliance requirements are identified at the planning stages and met in the design process • Delivery team is provided with the appropriate information to transition from design stage into delivery

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
	- From time to time attend the sites to review concepts, support constructability reviews, commissioning activities and other technical reviews on site - Develop and capture knowledge from the above activities into the business knowledge management system to facilitate continuous improvement and sharing of knowledge	- Detailed design documents meet technical and customer expectations - Engineering documents are timely and accurate - Site attendance is supported as required
Mentoring	- Provide technical advice and support to less experienced engineers - Assist junior engineers to work towards professional memberships - Demonstrate and support of less experienced engineers through capturing knowledge in IT systems	Junior engineers are able to progress past technical hurdles
Tender and Proposal Development	- To interpret tender and proposal documentation and develop appropriate technical solutions - Develop concept design document as required for tender and proposal submission - Assist with the development of costings as part of the quotation process - Understand customer expectations and ascertain the necessary information to support proposal development including technical product selection and understanding technical specification - Provide overview of technical design specifications and proposals to ensure: - Compliance with industry and market regulations	- Successful translation of tender and proposal documentation into scope of works for partners and suppliers to provide detailed design and quotations - Timely delivery of proposals to the company's and client's expectations - Proposal costings are accurately reflected in the project delivery requirements - Project designs comply with relevant design specifications

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
	○ Optimal technical solutions in proposals and bids meet internal and external requirements • Assist with developing RFPs and Expressions of Interest	
Health and Safety	• Ensure company policies are followed throughout a projects life • Report all accidents, incidents and near-misses and assist in any accident or incident investigations • Ensure the safety and health of employees and non-employees in the workplace • Identify, record and manage all known significant hazards • Be an active participant in the organisations Health and Safety practices • Contribute to the Health and Safety culture within the organisation • Ensure regular audits of sites are completed to monitor compliance to Infratec / client H&S requirements	• Strong “safety” culture within the team • Safety of other staff members and general public a key focus at all times • NewPower’s health and safety policies and procedures are adhered to at all times
Internal Communication	• Proactively communicate with the technical team to ensure that they are aware of planned maintenance or project goals • Liaise with all team leaders and/or members to communicate required completion dates	• Viewed by others in the company as a positive, contributing, trustworthy member of the team • ‘No surprises” regarding planned maintenance work and dates due to lack of communication

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
Technical and Personal Development	• Maintain high competency and skills relating to; ○ detailed understanding of plans ○ and drawings, ○ electrical transmission and distribution, ○ construction, ○ transformers, ○ protection devices and switchgear • Manage your own training and development as required • Maintain or working towards CPENZ	• Proactively learns new equipment, technology, and specialisations as required and able • Development and enhancement of professional and personal capabilities is visible and encourages others to develop and stretch themselves • Communicate training and developmental needs to your manager or supervisor and participate in any performance or development processes of the Company
To participate in projects and provide cross-company support	• NewPower is a small company and relies upon individuals to provide their skills outside of their BAU to: ○ Collaborate and assist with others across the Company ○ Undertake special projects for NewPower when required ○ Undertake continuous improvement projects as and when required	• Company success measures • Achievement of agreed project measures
Engagement with others	• Engage within the business and with community / external stakeholders in a way that supports NewPower and its goals	• Internal relationships are sound • NewPower's reputation is enhanced in the community

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

PERSON SPECIFICATION

Qualifications	Essential	• Tertiary degree in Engineering • Chartered Professional Engineer (CPEng or CEngNZ) or actively working towards
	Desirable	• Renewable Energy experience
Experience	Essential	• Electrical Engineering/NZDE with at least 8 years' experience • Controls systems and communication design and configuration experience • Industrial and/or HV experience • Detailed design processes and documentation • Technical writing and documentation • Previous experience in tendering and proposal documents
	Desirable	• Previous experience working on projects delivered in an international setting • Renewables experience an advantage • Experience in Ignition SCADA software and Real Time Automation Controller (RTAC) development and configuration

ROLE SPECIFIC COMPETENCIES

Integrity	• Demonstrates consistently high integrity, professionalism and business ethics
Critical Thinker	• Ability to gather a wide range of information, comprehend and provide insight.
Problem Solving	• Analyses issues and breaks them down into their component parts. Makes systematic and rational judgement based on relevant information.

Achievement focused	• Demonstrates a readiness to make decisions, is resilient and proactive when facing difficult issues, and takes initiative and originate action.
Communication	• Speaks clearly, fluently and in a compelling manner to both individuals and groups. Writes in a clear and concise manner, using appropriate grammar, style, and language for the reader.
Decision making and critical thinking	• Possesses well developed judgement that enables the effective evaluation of issues and decisions to be made, even with the absence of full information
Influencing and negotiating	• Reads situations, articulates points of view, builds trust, and develops relationships that enable positive influencing of people at all levels.
Commercial Awareness	• Understands and applies commercial and financial principles. Views issues in terms of revenue, costs, profits, markets and added value
Flexibility	• Successfully adapts to changing demands and conditions
Teamwork	• Works co-operatively as part of the team. Actively seeks out and listens to the views and ideas of others.
Leadership	• Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships.
Business Acumen	• Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, and information affecting his/her business and organisation; knows the competition; is aware of how strategies and tactics work in the marketplace
Negotiating	• Negotiates skilfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing