

POSITION DESCRIPTION

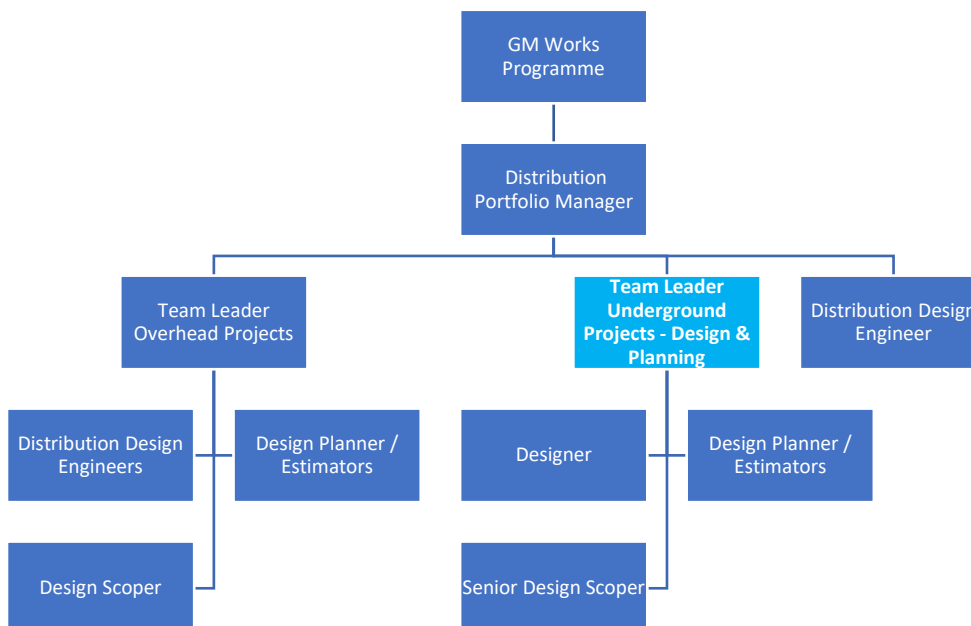


Position title:	Team Leader Underground Projects - Design & Planning		
Reports to:	Distribution Portfolio Manager		
Group:	Works Programme	Unit:	Distribution Team
Revision (m/y):	11/25	Date:	17 November 2025

Purpose

To lead the day-to-day technical operations of the Underground team, ensuring effective end-to-end delivery of underground design projects to specification and on time. Support current and future underground team performance requirements. In addition to the leadership role, you are to undertake distribution design works and ensure they meet safety, customer, operational, quality and commercial requirements by applying professional design and estimating practices throughout the design process. The Design & Planning role is central to the core capabilities of the Works Programme team, with the specialist knowledge and skills to generate quality designs that protect network assets while collaborating with Project Managers and Planner/Estimators to assure designs are constructible.

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)
Specific to Current Role (Design & Planner)		
To provide safe and cost effective, conceptual and detailed design solutions for electricity supply infrastructure	• Support the successful delivery of projects through high quality design using Safety in Design principles and Works Programme processes. • Use and assist with improvements and maintenance of the Compatible Unit Estimation tool. • Work with colleagues and managers in lifting and promoting good technical practices, which underpin quality goals for WEL Networks. • Provide assistance to manager/team leader/project manager/Planner as required. • Support the project governance and resource model, and work closely with colleagues to bring an end-to-end project perspective. • Identify, address, or escalate issues where bottlenecks are occurring in workflows, and contribute as a team player in all allocated projects.	• Acceptance of solution and design • Compliance with WEL's relevant pricing and budgeting rules • Timely delivery of planning activity of the Works Programme processes • Alignment between design and as-built • Acceptance of planned work orders • Completion within agreed timeframes • Minimisation of rework • Positive feedback from customers • Compliance with all WEL policies, procedures, work method statements and standards
Specific to Team Leader Role		

To lead and support the performance of the Distribution Underground team	• Ensure workflows and tasks are effectively managed and act to reduce and minimise backlog and bottlenecks of work. • Supplement design/planning work as required and be involved in work delivery as well as leadership. • Uphold and maintain standards and quality expectations in professional capabilities, and work delivered. • Ensure notifications are actioned in a timely manner.	• Bottlenecks and backlogs are minimised • Feedback is positive • Schedule loaded to 80% across responsible crafts • Task list/cards are being utilised in jobs where applicable
To support the development of staff competence and performance	• Support the ongoing development of a team culture. • Assist in system training and development of user documentation. • Provide technical input to improvements. • Recommend enhancements and associated process improvements. • Assist with staff performance (feed into performance reviews). • Able to address and resolve technical queries escalated from team as required.	• Our people are capable and continuously developing • Rework is minimised • Documentation is relevant and current • Health and Safety measures • Issues are addressed in a timely manner
To contribute to the continuous improvement of asset management	• While contributing to the design, planning, installation, maintenance, operation, servicing, renewal, and disposal of WEL's permanently connected Network Assets and Network Management Systems:	• Active support for objectives and outcomes as detailed is evidenced • WEL demonstrates excellence in asset management through retention of ISO

	○ Participate in Asset Management activities that align to the Asset Management Policy ○ Contribute to the achievement of WEL's Asset Management Objectives (as detailed in the Strategic Asset Management Plan (SAMP)) ● Support Asset Management assurance initiatives.	55001 Asset Management Standard certification
Continuous Improvement	● Contribute to the continuous improvement culture through targeted process improvements which makes Works Programme function better, faster, and with greater agility.	● Achievement of agreed project measures
Targeting "Best in Safety"	● Promotion of good safety management practices. ● Participation in safety and wellness activities. ● Being a safety leader, including by modelling good health, safety and wellbeing practices. ● Ensure Safety in Design requirements are met.	● WEL's health and safety policies and procedures are adhered to at all times ● Safety in Design conversations are held at every discipline or key stages of a project
To work in and promote a 'Best in Service' attitude to all endeavours	● Engage within the business and with community / external stakeholders in a way that supports 'Best in Service', always.	● WEL's reputation is enhanced in the community ● You are known for your excellent customer service

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder

Person Specification

Qualifications	Essential	Trade / tertiary qualification Level 5 or above
	Desirable	BE Electrical or equivalent degree
Experience	Essential	- Experience in electricity distribution networks - Able to solve and address technical design issues and queries - Strong planning and organisational skills - Digital/IT system capability – able to work with WEL systems and common IT programmes and applications
	Desirable	Project management capabilities and experience
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 judgment 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.
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Our Purpose

Enabling our *communities to thrive*

Our Vision

To create and support an *innovative and sustainable energy future*

Best in Service

So we have the *trust of our community*



Best in Safety

Every Day - *Home Safe*



Our Values



Agile

We listen to ideas, we explore opportunities and we adapt to changing situations with an open mind. When change is needed we make sure we understand why and we make it work. We're flexible and we respond professionally to change.



Build the business

We make sure our day to day activity is sound while exploring ways to improve the way we work or things we do. We often ask "is there a better way to do this?" and we investigate options.



Care for each other, the customer and our assets

We work as a team across the business to do things the right way. We treat others with respect, listening to their needs so we can deliver a reliable and safe service to our communities.



Do the right thing

We make decisions with integrity and when we can, we help others make the right decision for their situation. We're open, honest and trustworthy. We speak up if we feel we should and we listen to others.



Every Day - Home Safe

We lead by example to keep ourselves, our workmates and our communities safe. We use the right equipment, we challenge unsafe acts and we say no if we think it's not safe.