



## POSITION DESCRIPTION



**Position title:** Distribution Engineer

**Reports to:** Engineering Team Leader

**Group:** Asset Management

**Revision (m/y):** 07/2025

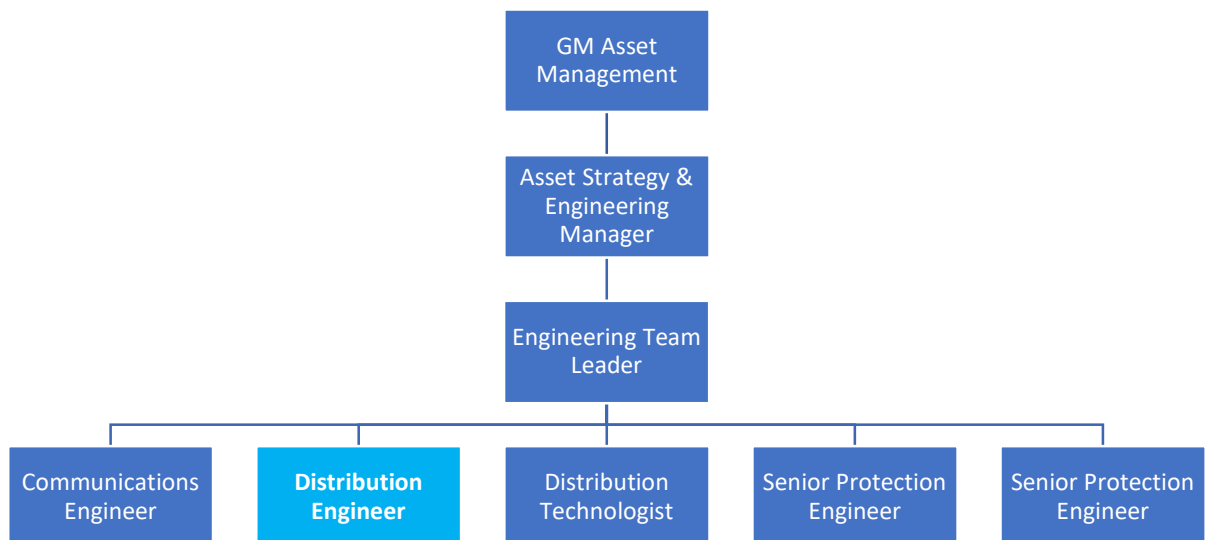
**Unit:** Asset Planning & Engineering

**Date:** 17 July 2025

### Purpose

To provide specialist and operational distribution engineering support to the network

### Reporting Structure



### Resource Accountabilities

**Staff numbers** Nil

**Capital Budget** Nil

**Operating Budget** Nil

**Expense Authority** Nil

## Performance Outputs

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
<b>Distribution Network design and construction standards</b>	<ul style="list-style-type: none"> <li>Assist with the update of the network Design and Construction manuals as required</li> <li>Assist with the development of new standards to meet business requirements</li> <li>Standardise designs to avoid bespoke solutions where possible</li> <li>Evaluate, document, and communicate change proposal and details</li> <li>Prepare Engineering Change Notices and General Engineering Instructions</li> </ul>	<ul style="list-style-type: none"> <li>WEL's health and safety policies and procedures are adhered to at all times</li> <li>Design and Construction manual and drawings are updated to meet network needs</li> <li>Align with legislations, regulations, codes, relevant standards and good engineering practices</li> <li>Workflow and processes are up to date and fit for purpose</li> <li>The field feedback system is effective</li> <li>Change management is effective for all parties</li> <li>Solutions are cost effective to maximise value for our customers.</li> </ul>
<b>Introduction of new network equipment and materials into the network</b>	<ul style="list-style-type: none"> <li>Support the Distribution Technologist in the management of the new equipment (and materials) introduction process framework</li> <li>Evaluate new materials, distribution equipment and potential technologies suitable for application on WEL's network, engage with stakeholders (end users) and deliver evaluation trials and reports.</li> <li>Assist with the preparation of Engineering Changes Notice and General Engineering Instructions</li> </ul>	<ul style="list-style-type: none"> <li>The introduction process is streamlined through processes, documentations, designs, construction and operation</li> <li>Stakeholders are well engaged</li> </ul>

	<ul style="list-style-type: none"> <li>Stay informed with new technology and seek opportunities to drive improved network/asset performance and/or reduced asset lifecycle spend</li> </ul>	
<b>Commissioning plan, ITPs and process</b>	<ul style="list-style-type: none"> <li>Support Distribution Technologist in the development and maintenance of the testing and commissioning standard, and the commissioning process</li> <li>Maintain the Commissioning Plan and ITP templates</li> </ul>	<ul style="list-style-type: none"> <li>Standard, process, and commissioning plan and ITP templates are updated as required</li> </ul>
<b>Provide specialist project and operational engineering support</b>	<ul style="list-style-type: none"> <li>Assist with the development of network equipment specifications, and conduct the technical evaluation for equipment procurement tenders</li> <li>Receive, review and respond to field queries, Field Action Requests, and deliver the changes through standard changes and development (if suitable)</li> <li>Provide technical support, advice and peer review on topics as required</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with regulatory frameworks, technical standards and professional practices.</li> <li>Compliance with all WEL policies, procedures, work method statements and standards.</li> <li>Internal customer satisfaction.</li> <li>Field Action Request are attended and responded to in a timely manner.</li> <li>Deliverables by external consultants meet business requirements.</li> </ul>
<b>‘Best in Safety’</b>	<ul style="list-style-type: none"> <li>Promotion of good safety management practices</li> <li>Participation in safety and wellness activities</li> <li>Being a safety leader</li> </ul>	<ul style="list-style-type: none"> <li>WEL’s health and safety policies and procedures are adhered to at all times</li> </ul>

<b>'Best in Service'</b>	<ul style="list-style-type: none"><li>• Engage within the business and with community / external stakeholders in a way that supports 'Best in Service, always</li></ul>	<ul style="list-style-type: none"><li>• WEL's reputation is enhanced in the community</li><li>• You are known for your excellent customer service</li></ul>
--------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------

## Person Specification

<b>Qualifications</b>	<b>Essential</b>	<ul style="list-style-type: none"> <li>• BEng or tertiary level qualification in electrical engineering</li> </ul>
	<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Chartered Engineer (CPEng)</li> </ul>
<b>Experience</b>	<b>Essential</b>	<ul style="list-style-type: none"> <li>• At least 3 years distribution network industry experience.</li> <li>• Good working knowledge and experience in distribution network design.,</li> <li>• Experience in standard and policy development, implementation and roll-out</li> <li>• Experience in Safety in Design, risk assessment and life cycle cost analysis, and be able to use these principles to develop, justify and communicate standards and solutions</li> <li>• Practical experience in or exposure to field operation, practice and construction process, with a good understanding of how changes may affect various parts of the business.</li> </ul>
	<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Knowledge of relevant legislation, regulations and standards including health and safety legislation, industry best practices and local authority rules</li> <li>• Competency or experience in the application of the AS/NZS7000 overhead line design framework</li> <li>• Understanding of asset management frameworks (ISO 55001)</li> <li>• Understanding of distribution businesses, particularly the regulated elements</li> </ul>
<b>Role Specific Competencies</b>		<ul style="list-style-type: none"> <li>• <b>Attitude:</b> Willingness to develop and strive for excellence. Great attention to detail.</li> <li>• <b>Planning and Organising:</b> Organises and schedules events, activities and resources. Sets up and monitors timescales and plans.</li> <li>• <b>Problem Solving &amp; Analysis:</b> Analyses issues and breaks them down into their component parts. Makes systematic and rational judgment based on relevant information.</li> <li>• <b>Creativity / Innovation:</b> Generates new ideas and imaginative approaches to work related issues. Identifies fresh approaches and shows a willingness to question traditional thinking</li> </ul>

	<ul style="list-style-type: none"><li>• <b>Critical Thinker:</b> ability to gather a wide range of information, comprehend and provide insight</li><li>• <b>Flexibility/Adaptability/Teamwork:</b> Effectively responds to change. Adjusts to and accepts changes in direction and priorities. Maintains group/team cohesiveness to achieve common tasks or goals. Actively seeks out and listens to the views and ideas of others.</li><li>• <b>Communication:</b> Effective communicator with internal providers and external agencies, in adherence to defined processes and procedures.</li><li>• <b>Relationship Management / Client Focus:</b> Puts the client first and is eager to help grow their business through innovation. Works hard to meet the customer needs and look after their interests</li><li>• <b>Action Orientation:</b> Demonstrates a readiness to make decisions, take initiative and originate actions</li></ul>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## 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.