



POSITION DESCRIPTION

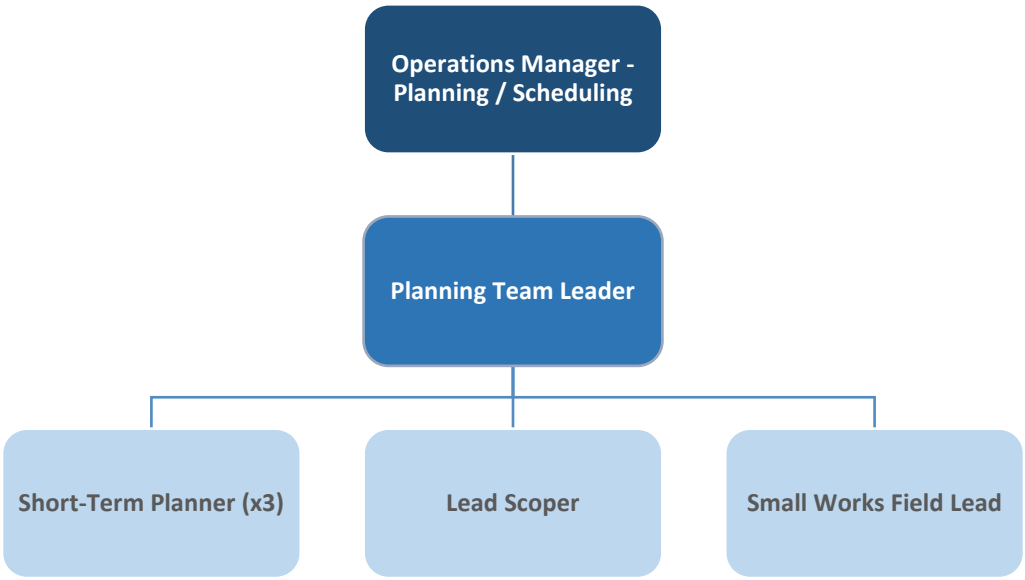
# Planning Team Leader

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|---|---|---|---|
| **Reports to:** | Operations Manager – Planning / Scheduling | | |
| **Group:** | Delivery | **Financial Authority:** | As per DFA |
| **Direct Reports:** | 5 | **Revision (m/y):** | 7/2026 |

## Purpose

The primary purpose of the Planning Team Leader is to prepare work for execution, coordinate short-term planning activities and maintain the flow of works delivery, while providing day-to-day operational leadership to planners. The role helps ensure planner workloads are manageable, priorities are clear, planning standards are applied consistently, and planning quality, safety, efficiency and communication are maintained. Formal people-management accountability remains with the Operations Manager – Planning / Scheduling.

## Reporting Structure








## Key Accountabilities (Outcomes)

- Deliver planning outputs and maintains an individual workload while coordinating team priorities and supporting other team members
- Work is consistently planned and released in a fully field-ready state, with no rework or returns due to planning, materials, access or outage issues.
- Work handed over from long term planning is reviewed, refined and progressed through detailed planning activities, ensuring approved work is ready to commence execution at the start of the financial year.
- The delivery pipeline remains stable and predictable through accurate short-term forecasting, with minimal break-ins or schedule disruptions caused by planning gaps.
- Planner workloads are monitored, balanced and prioritised so work is allocated fairly, capacity constraints are visible and planning delivery remains manageable and sustainable.
- Day-to-day operational team leadership is provided through clear prioritisation, coordination of team routines, support for issue resolution and timely escalation of workload, quality or delivery risks to the Operations Manager – Planning / Scheduling.
- Materials, services, access requirements and outages are secured and aligned with planned dates, eliminating avoidable delays in field execution.
- Bills of Materials (BOMs) used in planning are progressively improved through planner feedback and collaboration with engineering teams, reducing material-related rework, constraints and execution delays.
- Create and maintain standard work packages through SAP Task Lists (including operations, BOMs, attachments, costs, hours etc.) to support forward estimates and detailed plans.
- Standard planning artefacts and task list are applied consistently to maximise planning efficiency, throughput and repeatability across similar work types.
- Approved work is converted into planned jobs within expected timeframes, giving stakeholders a reliable and consistent turnaround.
- Field execution is safe, efficient and unproblematic because job packs, readiness checks, and planning decisions minimise unknowns for the delivery team and any gaps in scope.
- Plans accurately reflect resource capacity, constraints and operational windows, supporting strong schedule adherence.
- Workload forecasts are reliable and accurate, enabling clear visibility of the next (minimum) 13 weeks and supporting sound operational decision-making.
- Feedback from field delivery is received and actioned to improve planning quality, consistency and job readiness.
- Planning decisions directly impact Asset Management Objectives by reducing rework and delivery risk, improving schedule predictability and enabling safe, reliable and efficient execution of work on the network.






## Continuous Improvement & Asset Management Contribution

This role supports the continuous improvement of asset management by contributing to the design, planning, operation, maintenance, renewal, and disposal of WEL's network assets. It participates in activities aligned with the Asset Management Policy, supports delivery of the Strategic Asset Management Plan (SAMP), and contributes to assurance practices to maintain the effectiveness of WEL's asset management framework and ISO 55001 certification.

## Decision Authority and Scope

| Scope | Role expectation |
|---|---|
| **Owns** | • Day-to-day coordination of planner workloads, priorities and planning routines, within direction set by the Operations Manager – Planning / Scheduling.<br>• Job-level ownership of workflow transactions.<br>• Job-level ownership of costs.<br>• Standard design ownership only.<br>• Standard scope ownership as provided.<br>• Delivery-level ownership of planning only. |
| **Influences** | • All CAT work in the current financial year.<br>• Resource levelling via quality work orders.<br>• Team capacity, prioritisation and escalation decisions that affect short-term planning flow and planner workload balance, excluding formal people-management decisions. |
| **Recommends** | • Adjustments to work sequencing, access windows, materials strategy, or outage timing where planning issues or constraints are identified.<br>• Improvements to planning standards, readiness criteria, or job plan structure that enhance speed, quality, or consistency.<br>• Escalations where upstream scope, design, or lifecycle decisions create delivery risks or misalignment. |

## Ways of Working (Enterprise Expectations)

These expectations apply to all roles and should be demonstrated through day-to-day behaviour, decision-making and interactions across the business and with external stakeholders.

- Acts consistently with WEL's values and contributes positively to organisational performance and development.




- Champions health, safety and wellbeing, and models safe behaviours in all aspects of the role.
- Maintains a strong customer and service focus, supporting reliable delivery and positive stakeholder outcomes.
- Builds effective relationships across the business, with contractors, utilities, authorities and other stakeholders to support coordinated operational delivery.

## Capabilities That Matter Most

The role requires a practical and detail-focused planner who can convert approved work into field-ready job packages while coordinating the day-to-day planning team rhythm. Success depends on strong planning discipline, sound judgement, clear communication, workload coordination and the ability to balance scope, materials, access, outages, resources, team capacity and operational constraints across multiple stakeholders. The role guides daily work priorities but does not hold formal people-management accountability.

- Able to balance materials, access, outages, risk and operational constraints to determine the most efficient, safe and tangible plan.
- Understands how scope, design, materials, resourcing, scheduling and field execution interconnect, and plans accordingly.
- Able to interpret data, evaluate constraints, identify readiness issues early and prioritise planning effort to maintain the delivery pipeline, aligned with the overall backlog risk-profile.
- Able to monitor planners workloads, balance competing priorities and support the team to maintain quality, consistency and sustainable delivery without assuming formal line-management authority.
- Confident providing day-to-day guidance, coordinating team routines and escalating risks or constraints early where workload, quality, performance or delivery outcomes may be impacted.
- Able to work effectively with other Planners, Designers, Lifecycle Engineering, Scheduling, Dispatch and Delivery teams to resolve issues and secure alignment without escalating unnecessarily.
- Capable of producing high-quality, repeatable job packages that reduce ambiguity and minimise variation in delivery.
- Anticipates risks associated with access, outages, safety or job readiness and addresses them before work reaches execution.
- Understanding of electrical distribution assets, maintenance and construction workflows.
- Familiarity with SAP or equivalent enterprise systems for planning, materials management and work management practices.
- Contributing to better standards, planning templates and readiness criteria that improve speed and consistency.





POSITION DESCRIPTION

WEL Networks

## Essential Qualifications & Experience

- Qualified electrical trade or other relevant trade experience within utilities, infrastructure or construction environments; or
- Tertiary qualifications in Engineering, Construction Management, Project Management or Asset Management.
- Experience in a planning, scheduling or works preparation role within an operational, asset-based or field delivery environment.
- Demonstrated experience preparing work packages that are field-ready, including scope confirmation, materials coordination, access planning and readiness checks.
- Experience working with multiple stakeholders (e.g. design, scheduling, materials, field delivery) to resolve constraints and maintain delivery flow.
- Experience managing a high-volume workload with competing priorities while maintaining planning quality and schedule integrity.
- Experience coordinating workloads, priorities or day-to-day team activities in a planning, scheduling, delivery or operational environment, without necessarily holding formal people-management accountability.

## Desirable Qualifications & Experience

- Electrical tertiary/trade qualification or demonstrated equivalent electrical network knowledge.
- Formal training or certification in SAP PM, Maintenance Planning or equivalent CMMS/EAMS.
- Planning, scheduling or project management certification (e.g. Cert 4/Diploma, PMI or equivalent).
- Experience within an electricity distribution, utility, infrastructure or maintenance delivery environment.
- Hands-on experience with outage planning, access permits or network constraints.
- Experience using SAP PM (or similar system) for Work Order planning, materials reservations and status management.
- Experience contributing to planning standards, templates or process improvements.

## Role Evolution

This role may evolve as strategy, structure and priorities change.

# 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

**A** **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.

**B** **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.

**C** **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.

**D** **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.

**E** **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.