



POSITION DESCRIPTION

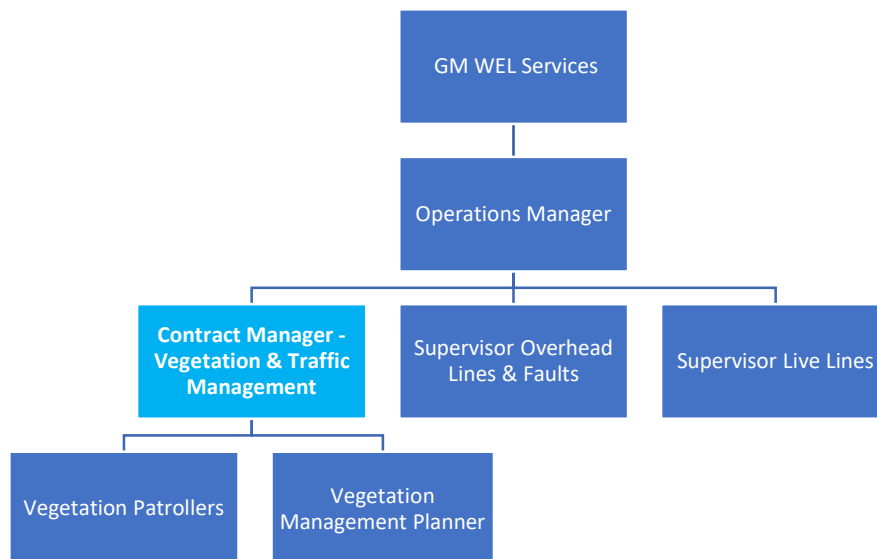


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| Position title: | Contract Manager - Vegetation & Traffic Management | | |
| Reports to: | Operations Manager | | |
| Group: | WEL Services | Unit: | Overhead and Vegetation |
| Revision: | 08/2025 | Date: | 28 August 2025 |

Purpose

To manage and coordinate outsourced field service delivery for vegetation management, and all traffic control operations. This role ensures WEL's external arborist and traffic management providers deliver safe, compliant, and efficient services that support the business' operational delivery, outage schedules, and safety requirements. The position is responsible for contract oversight, performance monitoring, issue resolution, and continuous improvement for both vegetation and traffic service areas.

Reporting Structure



Resource Accountabilities

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| Staff numbers | 3 | Operating Budget | Nil |
| Capital Budget | Nil | Expense Authority | As per Level 4 of DFA |

Performance Outputs

| Key Result Areas (What/Result) | Key Tasks / Activities (How) | Performance Measures (Quantity, Quality, Time, Cost) |
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| Ownership of the end-to-end contract lifecycle for vegetation and traffic management services | <ul style="list-style-type: none"> • Manage the tendering, onboarding, performance monitoring, and renewals of suppliers for vegetation and traffic management services • Evaluate each supplier's offer in accordance with standard evaluation criteria including supplier capacity and capability, quality, safety and cost • Ensure supplier responses meet the needs of customers and comply with applicable WEL, legal and regulatory requirements • Ensure contracts agree on service level and performance measures and compliance requirements with reviews, audits and inspections • Negotiate with suppliers based on what is considered to be the most appropriate and beneficial offer with reference to the evaluation criteria and final agreement conditions • Arrange contracts and purchase orders | <ul style="list-style-type: none"> • Compliance with WEL vegetation strategy and delivery plans • Ownership of traffic management contract and compliance • Works are delivered on time, within specification and on budget • Customers are satisfied • Staff and contractors adhere to WEL's health and safety requirements • All contractor staff working on assigned works are competent and training records are up to date • Vegetation systems updated • Compliance with vegetation clearance rules (e.g. Electricity (Hazards from Trees) Regulations) • Stakeholder satisfaction (internal and external) |
| Ownership of Streamlining Work Management and Budget Tracking | Vegetation <ul style="list-style-type: none"> • Manage the patrollers and planning to ensure effective and proactive management of any vegetation that could impact the network | <ul style="list-style-type: none"> • Proactive identification of vegetation issues • Minimal disruption to public and internal teams |

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| | <ul style="list-style-type: none"> • Develop and execute strategic work plans in collaboration with preferred suppliers, proactively identifying and mitigating risks to ensure alignment with organisational priorities and long-term value creation. • Develop plans, contingency plans and complete project planning processes • Direct work and control changes • Manage day-to-day delivery of outsourced vegetation services (e.g. Treescape) • Ownership of work/jobs in the system of record (SAP, Clearion and other vegetation management systems) <p>Traffic Management</p> <ul style="list-style-type: none"> • Take ownership of traffic management planning (TMP) and coordination across vegetation and field operations. • Work closely with internal teams and contractors to ensure traffic setups are fit for purpose, cost-effective, and compliant. • Identify opportunities to group planned outages, such as vegetation and overhead line work, within shared traffic zones and timeframes, to reduce setup duplication, minimise costs, and limit public disruption. • Actively monitor TMP performance, supplier quality, and identify opportunities for continuous improvement. | <ul style="list-style-type: none"> • Positive feedback from crews, planners, and the public • Systems and documentation clear and up to date <p>Quantity:</p> <ul style="list-style-type: none"> • Number of TMPs coordinated across business units per month. • Frequency of grouped/combined outage planning efforts. <p>Quality:</p> <ul style="list-style-type: none"> • TMPs approved without requiring rework. • Positive feedback from field teams and contractors on traffic setups. • Compliance with CoPTTM and other regulatory standards. <p>Time:</p> <ul style="list-style-type: none"> • Traffic plans submitted within required lead times. • Average time from TMP request to finalisation. <p>Cost:</p> <ul style="list-style-type: none"> • Reduction in traffic management spend through efficient planning (e.g. grouping works). • Percentage of projects with shared traffic setups vs standalone setups. • Avoidance of rework or additional TMP deployments due to poor coordination. |
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| | General <ul style="list-style-type: none"> • Assess the size, complexity and resource requirements of assigned work and request information from preferred suppliers • Support emergency response and storm event coordination involving vegetation and traffic control | |
| Stakeholder relationship management | <ul style="list-style-type: none"> • Act as primary liaison between WEL Vegetation and traffic management service providers • Work closely with internal teams to align contractor activities with business priorities e.g. network operations, health & safety • Identify and manage stakeholders including: <ul style="list-style-type: none"> ○ Internal sponsors, design, planning and procurement teams ○ External customers, developers, territorial authorities, road controlling authorities, engineering consultants, contractors and suppliers | <ul style="list-style-type: none"> • Achieving Works and strategy objectives • Quality of relationships • Stakeholder feedback • Monitor the progress of scheduled activities and provide progress reports to stakeholders |
| Compliance and auditing | <ul style="list-style-type: none"> • Audit contractor performance and escalating issues as required • Forecast expenditure on assigned projects • Vegetation works delivered in line with clearance regulations and vegetation strategy • Contractor compliance with KPIs | <ul style="list-style-type: none"> • Accurate records of contractor safety performance • Regulatory compliance • Adherence to WEL policies, processes, procedures and standards |

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| | <ul style="list-style-type: none"> • Promote a strong safety culture through audits, incident investigations, and continuous improvement initiatives • Ensure compliance with relevant requirements including: <ul style="list-style-type: none"> ○ Health and safety ○ Work on and near roads ○ Electricity distribution ○ Resource management ○ Building and construction ○ Traffic management | |
| Scheduling and reporting contractor performance | <ul style="list-style-type: none"> • Monitor the progress of scheduled activities and provide progress reports to stakeholders • Track and report contractor KPIs (safety, quality, cost, responsiveness) • Traffic management plans delivered to meet project timeframes and public safety • Arrange the completion of outstanding items • Ownership of WIP and work close out • Update systems and archive project records • Collect lessons learned | <ul style="list-style-type: none"> • Quality requirements are met • Works are closed out efficiently and on time • Systems updated • Project records archived |
| Leadership | <ul style="list-style-type: none"> • Ensure effective leadership and development of the team by living the values, agreeing accountabilities and standards of performance, monitoring performance, and giving timely feedback | <ul style="list-style-type: none"> • Our people are capable and continuously developing • Organisational culture/climate indicators and metrics are met |

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| | <ul style="list-style-type: none"> • Support the ongoing development of a team culture supportive of the sustained achievement of the Company's strategies and goals. | <ul style="list-style-type: none"> • Achievement of team development objectives • Health and Safety measures • Turnover is healthy. |
| To contribute to the overall effectiveness of the business group and the company | <ul style="list-style-type: none"> • Participate in and contribute to the functioning of the contracts and projects team • Promote cross functional relationships and cooperation within the company • Represent WEL Networks as required at relevant external works meetings, present a professional and positive image of the company • Undertake special projects for WEL when required • Undertake continuous improvement projects as and when required | <ul style="list-style-type: none"> • Company performance indicators • Quality management system and processes • Achievement of agreed project measures |
| To contribute to the continuous improvement of asset management | <p>While contributing to the design, planning, installation, maintenance, operation, servicing, renewal, and disposal of WEL's permanently connected Network Assets and Network Management Systems:</p> <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Active support for objectives and outcomes as detailed is evidenced • WEL demonstrates excellence in asset management through retention of ISO 55001 Asset Management Standard certification |

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| To participate and contribute to projects | <ul style="list-style-type: none"> • Undertake special projects for WEL when required • Undertake continuous improvement projects as and when required | <ul style="list-style-type: none"> • Achievement of agreed project measures |
| Targeting “Best in Safety” | <ul style="list-style-type: none"> • Promotion of good safety management practices. • Participation in safety and wellness activities. • Being a safety leader. | <ul style="list-style-type: none"> • WEL’s health and safety policies and procedures are always adhered to. |
| To work in and promote a ‘Best in Service’ attitude to all endeavours | <ul style="list-style-type: none"> • Engage within the business and with community / external stakeholders in a way that supports ‘Best in Service’, always. | <ul style="list-style-type: none"> • WEL’s reputation is enhanced in the community • You are known for your excellent customer service |

Person Specification

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| Qualifications | Essential | <ul style="list-style-type: none"> An appropriate tertiary level qualification or equivalent experience |
| | Desirable | <ul style="list-style-type: none"> A recognised qualification in Contract Management |
| Experience | Essential | <ul style="list-style-type: none"> Demonstrated experience in contract management and the successful delivery of major projects A sound industry knowledge of health and safety, electricity, resource management and building legislation, codes of practice, electricity industry rules, construction industry |
| | Desirable | <ul style="list-style-type: none"> Experience in the delivery of Vegetation and/or Traffic Management works within the electricity industry |
| Role Specific Competencies | <ul style="list-style-type: none"> Integrity: Demonstrates consistently high integrity, professionalism and business ethics Safety focus: Consistently demonstrates sound safety leadership Strategic and action focus: Can translate long term plans into actionable work programmes. Maintains focus on key priorities to deliver under pressure and competing demands. Commercial Acumen: Understands and applies commercial and financial principles. Views issues in terms of added value. Flexibility: Successfully adapts to changing demands and conditions Creativity and Innovation: Creates new and imaginative approaches to work related issues. Identified fresh approaches and shows a willingness to question traditional assumptions Communication: Effective communicator with internal providers and external agencies Relationship focus: Builds strong long-term relationships with stakeholders internal and external to the business, acting with integrity and building trust. Collaboration: Works with stakeholders and peers to achieve win-win results, and drive behaviour to optimise business outcomes Problem Solving: Analyses issues and breaks them down into their component parts. Makes systematic and rational judgment based on relevant information | |

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| | <ul style="list-style-type: none">• Achievement focused: Demonstrates a readiness to make decisions, is resilient and proactive when facing difficult issues, and takes initiative and originate action• Negotiation: Listens, comprehends and empathises with parties to develop relationships and rapport with others.• Teamwork: Works co-operatively as part of the wider 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.