



# POSITION DESCRIPTION

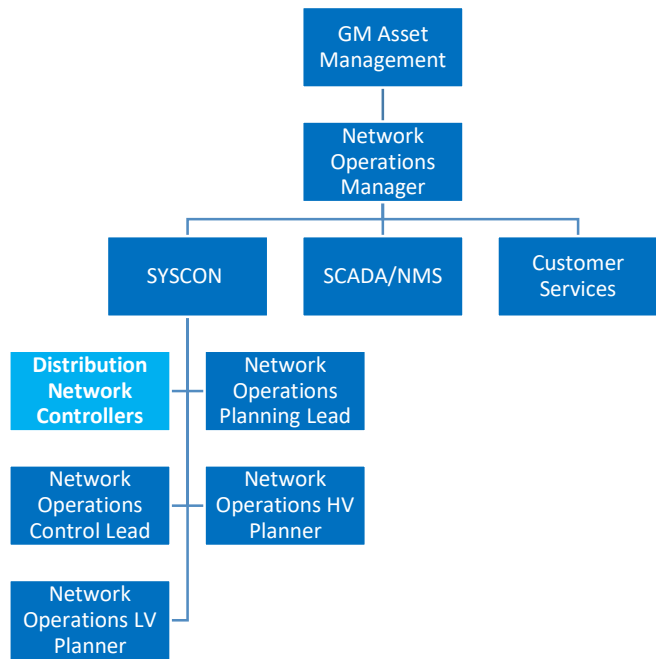


|                 |                                 |       |                    |
|-----------------|---------------------------------|-------|--------------------|
| Position title: | Distribution Network Controller |       |                    |
| Reports to:     | Network Operations Manager      |       |                    |
| Group:          | Asset Management                | Unit: | Network Operations |
| Revision:       | 09/22                           | Date: | 17 April 2025      |

## Purpose

To oversee the 24/7 operation of WEL’s (and other Distribution Company) networks ensuring the safe, secure and efficient delivery of electricity to their customers.

## Reporting Structure



## Resource Accountabilities

|                |     |                   |     |
|----------------|-----|-------------------|-----|
| Staff numbers  | Nil | Operating Budget  | Nil |
| Capital Budget | Nil | Expense Authority | Nil |

## Performance Outputs

| Key Result Areas<br>(What/Result)   | Key Tasks / Activities<br>(How)  | Performance Measures<br>(Quantity, Quality, Time, Cost)   |
|---|--|---|
| <b>To manage network operations for planned and unplanned outages in a safe and reliable manner</b> | <ul style="list-style-type: none"> <li>• Monitor status of distribution system</li> <li>• Interpret and respond to SCADA telemetered information</li> <li>• Restore unplanned outages</li> <li>• Preparation of switching instructions and issuing and receiving network access permits for planned and unplanned operations</li> </ul>  | <ul style="list-style-type: none"> <li>• Safe and efficient delivery of electricity in accordance with applicable legislation</li> <li>• Reliability parameters are within set company performance measures</li> <li>• Minimisation of network switching errors</li> <li>• All information recorded is accurate and up to date</li> </ul> |
| <b>To manage network security to achieve efficient and cost-effective operations</b>                | <ul style="list-style-type: none"> <li>• Provide accurate and efficient operation of WEL's load control system and maintain network security</li> </ul>  | <ul style="list-style-type: none"> <li>• Manage GXP limits and network constraints</li> </ul>   |
| <b>To provide reporting on defective equipment, field staff and the outage management process</b>   | <ul style="list-style-type: none"> <li>• Monitor and report on plant, equipment and field staff performance as associated with planned and unplanned network events</li> </ul>   | <ul style="list-style-type: none"> <li>• Timely and accurate availability of information</li> </ul>   |
| <b>To contribute to the continuous improvement of asset management</b>                              | <ul style="list-style-type: none"> <li>• While contributing to the design, planning, installation, maintenance, operation, servicing, renewal, and disposal of WEL's permanently connected Network Assets and Network Management Systems: <ul style="list-style-type: none"> <li>○ Participate in Asset Management activities that align to the Asset Management Policy</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Active support for objectives and outcomes as detailed is evidenced</li> <li>• WEL demonstrates excellence in asset management through retention of ISO 55001 Asset Management Standard certification</li> </ul>   |

|  |   |  |
|--|---|--|
|  | <ul style="list-style-type: none"> <li>○ Contribute to the achievement of WEL's Asset Management Objectives (as detailed in the Strategic Asset Management Plan (SAMP))</li> <li>● Support Asset Management assurance initiatives</li> </ul>  |  |
| <b>To contribute to overall performance and development of the organisation and unit</b> | <ul style="list-style-type: none"> <li>● Liaise with other utilities/ authorities</li> <li>● Work with and instruct Trainees</li> <li>● Undertake continuous improvement and special projects as and when required</li> <li>● Undertake continuous improvement projects as and when required</li> </ul> | <ul style="list-style-type: none"> <li>● Compliance with all WEL policies, procedures, work method statements and standards</li> <li>● Progress and development of Trainees</li> <li>● Achievement of agreed project measures</li> </ul> |
| <b>To participate and contribute to projects</b>   | <ul style="list-style-type: none"> <li>● Undertake special projects for WEL when required</li> <li>● Undertake continuous improvement projects as and when required</li> </ul>  | <ul style="list-style-type: none"> <li>● Achievement of agreed project measures</li> </ul>   |
| <b>Targeting "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>To work in and promote a 'Best in Service' attitude to all endeavours</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> </ul>  |

|  |  |   |
|--|--|---|
|  |  | <ul style="list-style-type: none"><li>• You are known for your excellent customer service</li></ul> |
|--|--|---|

## Person Specification

|                            |  |   |
|----------------------------|--|---|
| Qualifications             | Essential  | <ul style="list-style-type: none"> <li>Electrical qualification</li> </ul>  |
|                            | Desirable  | <ul style="list-style-type: none"> <li>B.E. or NZCE (Electrical)</li> </ul>   |
| Experience                 | Essential  | <ul style="list-style-type: none"> <li>Comprehensive knowledge of distribution system operating procedures, field construction requirements and industry safety rules</li> <li>Competency and knowledge of computers and software</li> </ul>  |
|                            | Desirable  | <ul style="list-style-type: none"> <li>Proficiency in network analysis software packages such as load flow analysis, spreadsheets, databases</li> <li>Understanding of Electrical Acts and Regulations</li> <li>Experience across a broad range of electricity industry operations</li> </ul> |
| Role Specific Competencies | <ul style="list-style-type: none"> <li><b>Integrity:</b> Demonstrates consistently high integrity, professionalism and business ethics. Is reliable and dependable.</li> <li><b>Achievement focused:</b> Demonstrates the ability to make sound decisions under pressure, is resilient and proactive when facing difficult issues, and takes initiative and originates action.</li> <li><b>Prioritising under pressure:</b> Is able to organise and prioritise calls of an emergency nature under stressful conditions.</li> <li><b>Critical Thinker:</b> Ability to gather a wide range of information, comprehend and provide insight.</li> <li><b>Problem Solving:</b> Analyses issues and breaks them down into their component parts. Makes systematic and rational judgment based on relevant information.</li> <li><b>Communication:</b> Speaks clearly, fluently and in a compelling manner to a diverse range of people. Writes in a clear and concise manner.</li> <li><b>Flexibility:</b> Successfully adapts to changing demands and conditions.</li> <li><b>Lateral thinking:</b> Creates new and imaginative approaches to work related issues. Thinks laterally, identifies fresh approaches and shows a willingness to question traditional assumptions.</li> <li><b>Detail oriented:</b> observant of small details in writing and processing documentation.</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.