



# POSITION DESCRIPTION

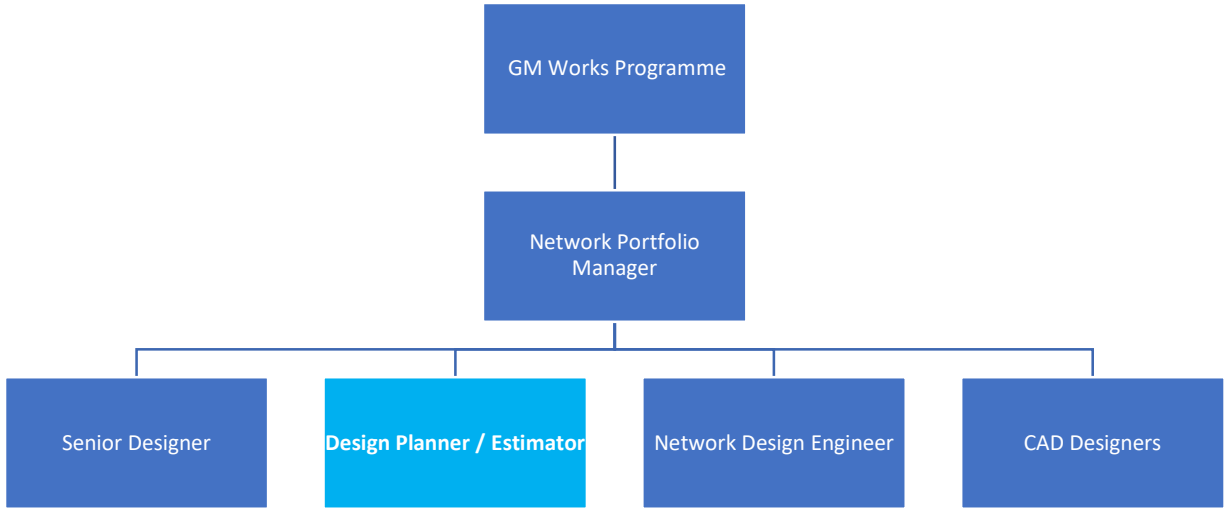


<b>Position title:</b>	Design Planner / Estimator (Network)		
<b>Reports to:</b>	Network Portfolio Manager		
<b>Group:</b>	Works Programme	<b>Unit:</b>	Network Portfolio team
<b>Revision (m/y):</b>	03/25	<b>Date:</b>	21 March 2025

### Purpose

To support the reliable, efficient and safe operation of the WEL Networks distribution network by providing specialised technical advice and structured planning for the maintenance of network assets including substation equipment, communication and protection assets, and distribution assets. The Design Planner/Estimator role is central to the smooth and efficient delivery of design projects, through providing detailed plans that support the design and implementation process while collaborating with the Designers and Project Managers to assure safe constructability.

### Reporting Structure



### Resource Accountabilities

<b>Staff numbers</b>	Nil	<b>Operating Budget</b>	TBC
<b>Capital Budget</b>	TBC	<b>Expense Authority</b>	TBC

**Performance Outputs**

<p><b>Key Result Areas (What/Result)</b></p>	<p><b>Key Tasks / Activities (How)</b></p>	<p><b>Performance Measures (Quantity, Quality, Time, Cost)</b></p>
<p><b>Planning, reviewing, and estimation for maintenance of assets and new designs</b></p>	<ul style="list-style-type: none"> <li>• Provide structured planning and estimation for WEL Networks core asset programme of work</li> <li>• Work with Asset Management, Network Management System, and SysCon experts to provide switching and isolation plans for approval and implementation</li> <li>• Provide technical guidance for WEL Services personnel relating to substation assets</li> <li>• Work with colleagues and managers in lifting and promoting good technical practices, which underpin quality goals for WEL Networks</li> <li>• Support the project governance and resource model, and work closely with colleagues to bring an end-to-end project perspective</li> <li>• Identify, address, or escalate issues where bottlenecks are occurring in workflows, and contribute as a team player in all allocated projects</li> <li>• Conduct constructability reviews of designs</li> </ul>	<ul style="list-style-type: none"> <li>• Timely delivery of planning activity of the Works Programme processes</li> <li>• Compliance with WEL’s relevant pricing and budgeting rules</li> <li>• Accuracy of cost and resource estimation</li> <li>• Scope definition that is clear, concise and easily understood</li> <li>• Acceptance of solution and design</li> <li>• Alignment between design, plan and as-built outcomes</li> </ul>

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
<b>Support the goals of excellence in Asset Management at WEL</b>	<ul style="list-style-type: none"> <li>• While contributing to the maintenance, operation, servicing, renewal, design, planning, installation, 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> <li>○ Contribute to the achievement of WEL’s Asset Management Objectives (as detailed in the Strategic Asset Management Plan (SAMP))</li> </ul> </li> <li>• Support Asset Management assurance initiatives and activities</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>
<b>Contribute to continuous improvement</b>	<ul style="list-style-type: none"> <li>• Contribute to the continuous improvement culture through targeted process improvements which makes Works Programme function better, faster, and with greater agility</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>• Promote and implement good safety management practices</li> <li>• Participate in safety and wellness activities</li> <li>• Be a safety leader by modelling good health, safety and wellbeing practices</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 builds trust and 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>• A recognised, relevant trade qualification OR</li> <li>• Experience in maintenance planning and/or trades work management</li> </ul>
	<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Appropriate current registration</li> <li>• An appropriate tertiary level technical qualification</li> </ul>
<b>Experience</b>	<b>Essential</b>	<ul style="list-style-type: none"> <li>• 3+ years post qualifying relevant technical experience</li> <li>• 2+ years of which in a distribution network environment</li> <li>• Demonstration of critical thinking and problem solving skills</li> <li>• Good written and verbal communication skills</li> <li>• An intermediate level of computer literacy in Word, Excel and PowerPoint</li> </ul>
	<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Knowledge of the WEL network</li> <li>• Experience in the use of SAP or similar maintenance management systems</li> <li>• Experience with MS Project or similar project management software</li> </ul>
<b>Role Specific Competencies</b>		<ul style="list-style-type: none"> <li>• <b>Integrity:</b> Demonstrates consistently high integrity, professionalism and business ethics.</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 judgement based on relevant information.</li> <li>• <b>Achievement Focused:</b> Demonstrates a readiness to make decisions, is resilient and proactive when facing difficult issues, and takes initiative and originate action.</li> <li>• <b>Communication:</b> 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.</li> <li>• <b>Decision Making and Critical Thinking:</b> Possesses well developed judgement that enables the effective evaluation of issues and decisions to be made, even with the absence of full information.</li> </ul>

	<ul style="list-style-type: none"><li>• <b>Influencing and Negotiating:</b> Reads situations, articulates points of view, builds trust, and develops relationships that enable positive influencing of people at all levels.</li><li>• <b>Commercial Awareness:</b> Understands and applies commercial and financial principles. Views issues in terms of revenue, costs, profits, markets and added value.</li><li>• <b>Flexibility:</b> Successfully adapts to changing demands and conditions</li><li>• <b>Teamwork:</b> Works co-operatively as part of the team. Actively seeks out and listens to the views and ideas of others.</li><li>• <b>Leadership:</b> Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships.</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.