



# POSITION DESCRIPTION

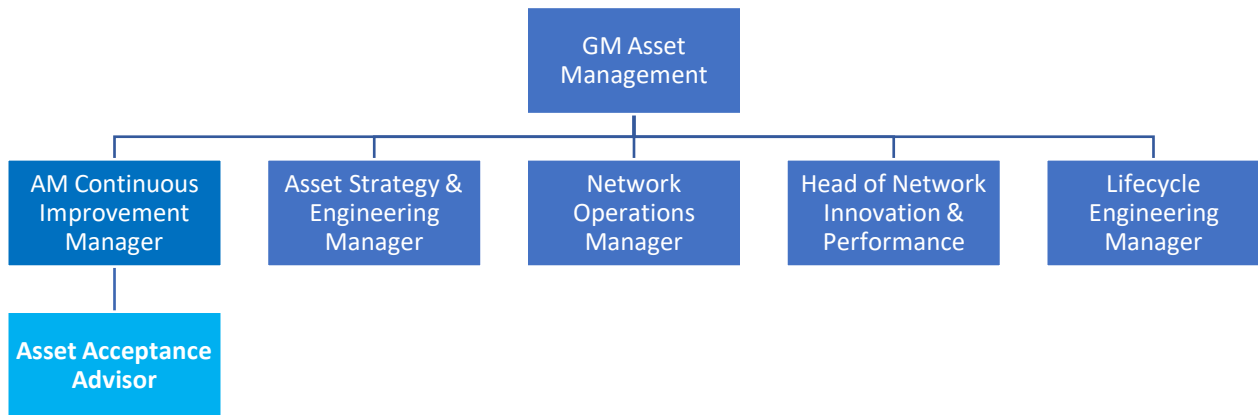


<b>Position title:</b>	Asset Acceptance Advisor		
<b>Reports to:</b>	Asset Management Continuous Improvement Manager		
<b>Group:</b>	Asset Management	<b>Unit:</b>	Asset Management Continuous Improvement
<b>Revision (m/y):</b>	4/2026	<b>Date:</b>	9 April 2026

## Purpose

To monitor and uphold network construction standards through auditing of completed network construction and reporting of findings back to stakeholders. Engagement with delivery partners to educate on common poor-quality issues or trends to prevent repetition. Report on trends in issues found to enhance training opportunities. Work with the Distribution Technologist to support the upkeep of the Design and Construction Manual by providing feedback from field experience/knowledge.

## Reporting Structure



## Resource Accountabilities

<b>Staff numbers</b>	Nil	<b>Operating Budget</b>	Nil
<b>Capital Budget</b>	Nil	<b>Expense Authority</b>	As per Level 4 of DFA

## Performance Outputs

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
<p><b>Field audits of WEL Network assets to ensure compliance</b></p>	<ul style="list-style-type: none"> <li>• Post construction monitoring and reporting of in-house workforce or contractors' performance against               <ul style="list-style-type: none"> <li>○ WEL Quality Standards</li> <li>○ Design and Construction Manual</li> <li>○ WEL Health &amp; Safety Standards</li> <li>○ Data acquisition and verification</li> <li>○ Other relevant regulatory requirements such as the Electricity Act 1992 regulations and relevant codes of practice</li> <li>○ Raise rework work orders in SAP for all identified deficiencies in the field</li> <li>○ Discuss any issues with Delivery Partner, monitor and reinspect acceptable corrective actions</li> <li>○ Maintain spreadsheet to monitor all audit findings and contractor performance trends (may change in future)</li> </ul> </li> <li>• Analyse Delivery Partners method statement for works to ensure they are in line with WEL's objectives</li> <li>• Quality Assurance Assessments of OPEX and CAPEX projects such as;               <ul style="list-style-type: none"> <li>○ Faults</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring Delivery Partner compliance with WEL Design and Construction standards</li> <li>• Compliance with WEL's policies procedures and requirements</li> <li>• WEL's health and safety policies and procedures are adhered to at all times</li> <li>• Target min 33 audits per month per delivery partner (min 99 total)</li> <li>• Asset Acceptance Advisor audit spreadsheet maintained accurately for reporting and trend analysis</li> <li>• Field construction achieves best practise and project scope– outcomes reported accurately</li> <li>• Provision of a written monthly report within five working days of the calendar month ending</li> <li>• Provide a quarterly summary report on time and attend meetings to discuss findings</li> <li>• Monitor for trends on work activity, equipment or delivery partners</li> <li>• As built alignment to design/construction in the field, completion of ITP's with required evidential hold points fulfilled</li> </ul>

	<ul style="list-style-type: none"> <li>○ Quotable works</li> <li>○ Overhead construction</li> <li>○ Underground construction</li> <li>● Assess the accuracy and timeliness requirements on data collection <ul style="list-style-type: none"> <li>○ As built, connectivity and placement</li> <li>○ SCADA inputs / field devices / RTU's</li> <li>○ Financial information costs against actuals (identify Overruns)</li> <li>○ Asset condition and fault events data</li> <li>○ Other relevant data</li> </ul> </li> <li>● Quarterly reporting on all rework / findings</li> <li>● Benchmarking between service providers and identify quality improvement opportunities (trends) for further training or awareness</li> <li>● Assist Distribution Technologist on design and construction manual updates</li> <li>● Assist Quality Management System Auditors on continuous improvement opportunities</li> <li>● Infrequent inspections of CAPEX and CIW in-progress work to ensure compliance with ITP requirements and WEL Standards</li> </ul>	
<p><b>To contribute to the continuous improvement of asset management</b></p>	<ul style="list-style-type: none"> <li>● Support the E3 strategy (particularly Extract) through ensuring our built assets conform to industry and WEL design standards.</li> <li>● While contributing to the design, planning, installation, maintenance, operation, servicing,</li> </ul>	<ul style="list-style-type: none"> <li>● Active support for objectives and outcomes as detailed is evidenced</li> <li>● Assures the maintenance of WEL build standards.</li> </ul>

	<p>renewal, and disposal of WEL's permanently connected Network Assets and Network Management Systems:</p> <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> <ul style="list-style-type: none"> <li>● Support Asset Management assurance initiatives</li> <li>● Route plan per week to minimize driving distance. Include grouping of sites for audit to reduce repeat trips</li> </ul>	<ul style="list-style-type: none"> <li>● WEL demonstrates excellence in asset management through retention of ISO 55001 Asset Management Standard certification</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 always adhered to</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> <li>● You are known for your excellent customer service</li> </ul>

*This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*

## Person Specification

<b>Qualifications</b>	<b>Essential</b>	<ul style="list-style-type: none"> <li>Registered Electrician, advanced Trade Certificate or significant experience in electrical distribution industry</li> </ul>
	<b>Desirable</b>	<ul style="list-style-type: none"> <li>NZCE or similar</li> </ul>
<b>Experience</b>	<b>Essential</b>	<ul style="list-style-type: none"> <li>Minimum 10 years industry/network experience</li> <li>Overhead and underground electrical experience</li> </ul>
	<b>Desirable</b>	<ul style="list-style-type: none"> <li>Formal audit experience</li> <li>Monthly reporting and trend monitoring</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>Technical ability:</b> <ul style="list-style-type: none"> <li>Excellent electrical skills (up to EHV) and ability to deliver unbiased assessments of best practise application to network standards.</li> <li>Provides high quality analysis, processes and developments using the tools provided.</li> </ul> </li> <li> <b>Leadership:</b> Motivates, empowers and manages others to achieve performance and financial targets and satisfy customers         </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. Shares information and knowledge freely.         </li> <li> <b>Safety focus:</b> Is invested in the safety and wellbeing of themselves and those around them. Builds safety into process design and practice.         </li> <li> <b>Collaboration:</b> Works with peers and others across the business to achieve win-win results and drives behaviour to optimise business outcomes rather than department outcomes.         </li> <li> <b>Problem Solving / Critical thinking:</b> Analyses issues and breaks them down into their component parts. Able to gather a wide range of information, comprehend and make systematic and rational judgments based on relevant information.         </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> </ul>	

	<ul style="list-style-type: none"><li>• <b>Interpersonal skills:</b> Listens, comprehends, and empathises with parties to develop relationships and rapport with others.</li><li>• <b>Planning and Organising:</b> Organises and schedules activities and resources efficiently.</li><li>• <b>Quality Orientation:</b> Has a very high attention to detail. Shows awareness of goals and standards. Follows through to ensure that quality and productivity standards are met.</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.