



POSITION DESCRIPTION

Position Details

Position Title	Engineering Officer, Data and Systems Management
Group	Technical Information Services
Division	Delivery & Technical Solutions
Position Grade	Administration Employee Grade 8

Position Purpose

The Technical Information Management Engineering Officer will be responsible for specific substation and HV system operating diagrams and associated documentation, as well as coordinating the provision of design drafting services to various parts of the business.

The person will be a design drafter responsible for supporting the engineering team in their deliverables, for both Powerlink and external customer projects. The position involves a considerable level of decision making, design, planning, and interaction with varying levels of stakeholder involvement.

As part of Data and System Management asset information management remit, the incumbent will contribute to data lifecycle management, data governance and data quality activities.

Key Accountabilities

- For the Asset Manager, manage the preparation, update and provide advice and guidance on System and Substation Operating Diagrams and associated documentation of the HV network which reflects the current status and accuracy of our electricity network for internal operations and external stakeholders.
- Review Substation Operating Diagrams adding operational nomenclature, tripping points for protection and updating manufacturer's details from SAP and also manage their distribution for Internal and external stakeholders in accordance with commissioning and project work.
- Manage drawing investigations of electrical drawings for compliance to Drawing Management Standards and to enable work requirements for drafting activity to proceed. Effectively coordinate the flow of design and project information of the Design Group by controlling the sketch register for all AFW's created through Network Operations.
- As a support drafting role the ability to negotiate and coordinate activities with internal and external Stakeholders to complete specific drawing tasks or a backlog of work is essential in the delivery of quality services with timeframe and budget.
- Prepare, update drawing sketches, create .cgm and .jpg drawings and provide advice to Network Operations and Project Engineers on the latest HVI nomenclature changes for utilisation in project scoping and reporting to the asset manager. Manage the drawing, updates and distribution of the Generation & Transmission System Diagram to enable the accurate representation of our network to the

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National Electricity Market (AEMO) as well as our Internal and External customers .

- Ensure the integrity of the HVOP environment is maintained throughout the state and provide assistance to key stakeholders in the operation and use of Powerlink’s data applications to satisfy the needs of internal and external customers. Administer and coordinate the use of the HVI application on behalf of Powerlink. Help drive improvements and efficiency, encouraging customers to become more self-service oriented in their ability to access HVOP/HVI data.
- As part of Data and System Management asset information management remit, the incumbent will contribute to data lifecycle management, data governance and data quality activities. More specifically: develop and maintain a knowledge base of processes, issues and solutions to contribute to asset information management; work in conjunction with other members of DSM to develop, apply and monitor data quality metrics; assist where directed to improve asset information outcomes.
- Act as a functional partner to CAD coordinator or another position in DSM.

The following accountabilities are common to all Powerlink positions:

- Demonstrate a personal commitment to safety policies and practices, proactively identifying risks and hazards to continuously improve Powerlink’s safety performance.
- Demonstrate behaviours to support great customer service for external and internal customers.
- Familiarise and comply with all relevant legislation, policies, procedures and practices.
- Undertake any additional duties, provided such duties are within your skills, experience and qualifications, in accordance with your grade/stream and workload capacity. This clause is not intended to limit your ability to perform higher duties in accordance with your relevant Enterprise Agreement.

Our Culture and Values

All Powerlink employees have an important role to play in creating and fostering a constructive culture, making Powerlink a great place to work and improving business performance. Our culture is underpinned by a set of corporate values, which set the standard for employee behaviour and how we do things at Powerlink. These values are:

Safe

We are responsible for the safety of ourselves, our colleagues, our contractors and the community and the safety of all is essential.

Respectful

We show courtesy and respect towards others at all times. We seek first to listen and understand other people's points of view, and then to be understood. We are fair, considerate and acknowledge the efforts of others.

Proactive

We take prompt action and shared responsibility for problem solving and overcoming challenges. We are open to new ideas and are prepared to take considered risks for Powerlink’s benefit.

Ethical

We are honest, professional, conscientious and accountable for our actions and behaviour. The trust of others is important to us.

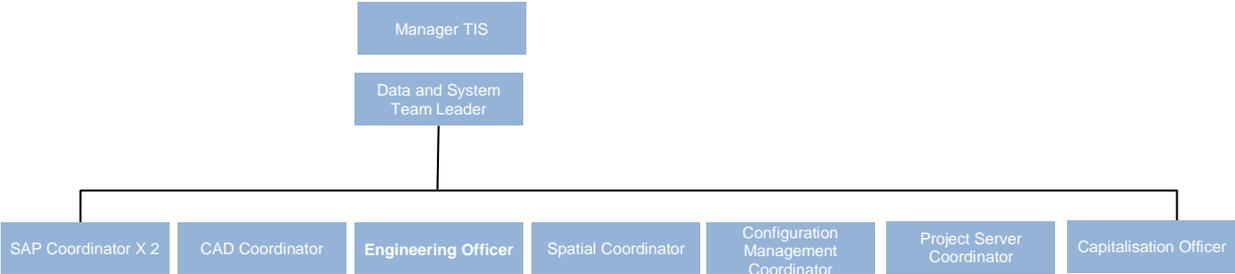
Cooperative

We work together as one team, show flexibility regarding individual and group outcomes to achieve the best overall results for Powerlink, customers and stakeholders. We resolve conflicts constructively through communication and discussion.

Powerlink recognises leadership capability as a key driver of employee engagement and organisational performance. Leadership expectations clearly articulate what it means to be a great leader at Powerlink. These expectations are specific to the level of the role and are provided at **Appendix 1**.

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Organisational Chart



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Financials (where applicable)

Number of Reports (approx. headcount)	Direct Reports: 0 Indirect Reports: 0
Operating Budget	\$ N/A
Capex Budget	\$ N/A
Financial Delegation	\$ N/A

Person Specification

Education and Qualifications

Essential

- Formal qualifications in Computer Aided Design (CAD) or equivalent discipline, preferably at Associate Diploma level (or equivalent extensive professional experience).
- Extensive experience in working with, producing and reviewing engineering documents.
- Significant experience in applying document compliance standards, policy and procedure in practice.
- Significant experience with CAD systems, with working knowledge of related tools and applications

Desirable

- Certificate III in Computer Aided Drafting
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Knowledge and Experience

Essential

- Demonstrated significant experience in the use of Design Office Practices and relevant Australian Standards.
- Demonstrated knowledge of Plan Library practises (SPF) and Drawing Management
- Demonstrated ability to interface with external stakeholders, work with and contribute to a team that performs in a customer services environment to ensure timely access to technical information whilst maintain established security protocols.
- Considerable experience of HV substation circuitry including Protection and operating nomenclature.

Desirable

- Demonstrated significant experience providing technical information services support within a High Voltage transmission industry.
 - Demonstrated knowledge and experience in the use of Database systems (Objective, SAP etc.)
 - Demonstrated significant experience in QA systems and procedures
 - Reasonable experience with Document Management Systems
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Other Special Requirements and Working Conditions (may change from time to time)

The job requires the incumbent to:

- Work at a computer workstation
 - Travel and work away from home for short periods
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Appendix 1: Leadership Expectations

Leadership Expectations: Team Leader		
Focus Area	Leadership Expectation	Demonstrating these expectations includes:
Thinking	Translate operational goals into SMART team and individual performance objectives that are aligned to broader team and divisional objectives.	<ul style="list-style-type: none"> Ensuring that team projects and services are aligned to broader divisional planning, and this alignment is understood by team members.
Performance	Monitor and manage team performance by ensuring objectives are clearly understood, proactively addressing team member issues and concerns to achieve expected outcomes.	<ul style="list-style-type: none"> Ensuring team projects and services are delivered within agreed time and to agreed cost.
Leading Others	Clearly communicate performance and behavioural expectations, and talk through issues constructively to support team members to achieve required outcomes.	<ul style="list-style-type: none"> Ensuring team members have appropriate development plans in place to build technical and behavioural skills.
Relationships	Build and maintain effective relationships, regularly engaging with stakeholders and clearly communicating to ensure shared understanding of requirements, responsibilities and outcomes.	<ul style="list-style-type: none"> Ensuring all external stakeholder engagement is completed in accordance with Powerlink's Stakeholder Engagement Framework.
Management	Follow and role-model key management processes (recruitment, performance management, safety, etc) and complete associated actions in accordance with Powerlink policies and procedures.	<ul style="list-style-type: none"> Following Powerlink's management processes to ensure key commercial factors (risk, probity, employee engagement, etc) are considered in delivery of team outcomes.
Safety	Monitor and role-model organisational safety practices and demonstrate personal engagement with safety, proactively ensuring risks are identified and mitigation strategies are implemented to continuously improve Powerlink's safety performance.	<ul style="list-style-type: none"> Ensuring team members and contractors understand key safety processes and report incidents and near hits accordingly within required timeframes.

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Leadership Expectations: Manager		
Focus Area	Leadership Expectation	Demonstrating these expectations includes:
Thinking	Complete structured team/project planning including scheduling, resourcing, and communication/engagement, ensuring sufficient preparation to achieve required outcomes and alignment with broader organisational objectives.	<ul style="list-style-type: none"> Ensuring that team projects and services are aligned to broader divisional planning, and this alignment is understood by team members.
Performance	Deliver allocated projects and operational objectives, managing and mitigating risks, monitoring progress, and effectively engaging resources to achieve required outcomes within agreed budget and timeframes.	<ul style="list-style-type: none"> Ensuring team projects and services are delivered within agreed time and to agreed cost.
Leading Others	Regularly coach and mentor team members, supporting individuals to solve problems, create readiness for change and build capability.	<ul style="list-style-type: none"> Ensuring team members have appropriate development plans in place to build technical and behavioural skills.
Relationships	Proactively build and maintain effective relationships, working constructively with others to efficiently achieve required business outcomes within agreed timeframes.	<ul style="list-style-type: none"> Ensuring all external stakeholder engagement is completed in accordance with Powerlink's Stakeholder Engagement Framework.
Management	Follow and role-model key management processes (recruitment, performance management, safety, etc) ensuring teams complete associated actions in accordance with Powerlink policies and procedures.	<ul style="list-style-type: none"> Following key management processes to ensure key commercial factors (risk, probity, employee engagement, etc) are factored into delivery of team outcomes.
Safety	Monitor and role-model organisational safety practices and demonstrate personal engagement with safety, proactively ensuring risks are identified and mitigation strategies are implemented to continuously improve Powerlink's safety performance.	<ul style="list-style-type: none"> Ensuring team members and contractors understand key safety processes and report incidents and near hits accordingly within required timeframes.

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Leadership Expectations: General Manager		
Focus Area	Leadership Expectation	Demonstrating these expectations includes:
Thinking	Translate business strategy into operational plans, ensuring that planning demonstrates measurable, cost-effective delivery of key outcomes and clear alignment to strategic goals.	<ul style="list-style-type: none"> Ensuring that group projects and services are aligned to broader divisional planning and the Powerlink Business Strategy, and this alignment is understood by managers and team leaders.
Performance	Deliver corporate plans and initiatives within agreed parameters (time, cost, quality), proactively identifying and addressing risks and barriers to ensure outcomes meet business requirements.	<ul style="list-style-type: none"> Ensuring group projects and services are delivered within agreed time and to agreed cost.
Leading Others	Proactively implement and drive change and development initiatives to demonstrably improve employee engagement and capability and build a high-performing culture.	<ul style="list-style-type: none"> Completing appropriate development and succession plans for direct reports to ensure internal availability of future technical and leadership capabilities.
Relationships	Proactively build and maintain strong internal and external relationships, effectively influencing and collaborating to efficiently achieve cross-functional business goals.	<ul style="list-style-type: none"> Ensuring all external stakeholder engagement is completed in accordance with Powerlink's Stakeholder Engagement Framework.
Management	Drive and role-model key management processes (recruitment, performance management, safety, etc) ensuring consistent application across the Group in accordance with Powerlink policies and procedures.	<ul style="list-style-type: none"> Ensuring key management processes are incorporated into delivery of group outcomes and all relevant commercial factors (risk, probity, employee engagement, etc) are considered.
Safety	Implement and drive safety strategies, policies and practices and demonstrate personal engagement with safety, proactively ensuring areas of risk are identified and mitigation strategies are implemented to continuously improve Powerlink's safety performance.	<ul style="list-style-type: none"> Ensuring managers and team leaders are proactively utilising and building employee engagement with key safety behaviours, including incident and near hit reporting within required timeframes.