

# Ready to challenge yourself?

At Hydro Tasmania, we're leaders in renewable energy, powering Australia with clean hydropower. We really care about making a difference for the better, but it's a big job, and we can't do it alone. Which is where you come in.

A career with us will support you to be the best you can be with open working relationships, genuine opportunity to try things your way, and unwavering commitment to excellence.

**Together we'll make a difference.**



# Position Description: **Site Manager**

## Role overview

- **Position classification:** HT4
- **Number of direct reports:** NIL
- **Delegation Level:** DL6 <20k
- **Team, business area:** Major Works, Assets and Infrastructure
- **Immediate manager:** Delivery Manager
- **Manager-one-removed (skip):** Head of Major Works

## Role purpose

This position is a member of Hydro Tasmania's Major Works team and is required to contribute to the achievement of the strategic direction of Major Works, Assets & Infrastructure and the Corporation.

Under the leadership of the Delivery Manager, the specific role of the Site Manager is to provide overall site management for all aspects of major and/or complex generation outages. To ensure continuous improvement in relation to outage completion: on time, to budget, to scope and to the expected quality.

# Position Description: Site Manager

## Role accountabilities

### Strategy Execution (customer, community and stakeholders)

- Identifies new areas and opportunities and works with internal stakeholders to translate this into delivered value.

### Leadership and Organisation

- Managing Technical and Operations, Entura and contractor personnel as team members (seconded for an outage), assigning tasks, outcomes and/or deliverables and then monitoring and managing progress and performance;
- Providing coaching and mentoring of outage site team personnel;
- Promote a culture of professionalism, business acumen and performance;
- Monitoring progress against personal Performance Plan objectives;
- Undertaking appropriate professional development opportunities;
- Demonstrate alignment with Hydro Tasmania's values and policies by providing leadership through role modelling values-based decision-making; and
- Contribute to the consistency of outage processes and work practices across the state.

### Technical

#### Receive Outage Plans (as part of the 10 year asset management plan), including:

- In conjunction with the Maintenance and Operations Team selecting resources and support needs in the 0-3 year time frame; and

- Collaborating with the other Outage Managers and Production Managers to support the efficient use of resources and state-wide work plan priorities.

#### Prior to outage:

- Attend pre-outage planning meetings;
- Ensure that all outage documentation is to an acceptable standard;
- Participate in Hazard and Operability Studies (HazOpS) as required;
- Participate in Outage risk management assessments and ensure that the intended containment measures for each of the designated risks are adhered to;
- Confirm with Maintenance and Operations Team that final arrangements with all outage participants have been made for their timing and availability for the outage;
- Ensure that all outage preparations are complete onsite and otherwise; and
- Ensure that all required documentation is complete for the outage prior to starting.

#### During Outage:

- Provide site co-ordination/management for the entire outage, managing multi-functional teams;
- Chair all onsite meetings;
- Provide safe work processes and a safe place of work;
- Ensure that all environmental and safety incidents and non compliances are reported, investigated and recommendations fully implemented;
- Ensure that all work is carried out in accordance with environmental and safety policies and procedures;

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## Technical (continued)

- Ensure that all JHA's for site work are approved by the site manager prior to work commencing;
- Participate in the auditing process by providing the necessary access to teams and resources;
- Ensure that the outage starts and finishes on schedule, work is completed to quality standards on time and within budget; and
- Ensure that ITP (Inspection and Test Plan) is completed by relevant parties.

## Commissioning:

- Ensure that commissioning resources are available prior to commissioning commencing; and
- Ensure that documents which may be required from the Transmission Network Service Provider (TNSP) for new plant/equipment or alterations to existing equipment are completed.

## Handover:

- Hand over the equipment to the System Controller after commissioning is complete.

## After Outage:

- Ensure that a punch list is prepared to identify all outstanding works and defects on the plant are known; items not addressed before practical completion are to be planned (scheduled, resourced and costed) to be completed at the earliest convenience;
- Ensure that all outage documentation is complete and filed in the appropriate data location;

- Ensure that all FMMS job tickets are completed to an acceptable standard, eg. resources to complete job, checklist, remarks;
- Conduct a post outage review and provide a final outage report to all relevant parties including learning's and follow up actions; and
- Manage the follow up actions from the post outage review in a timely manner to ensure effective outage planning and management in the future.

## Manage changes to an outage, including:

- Manage change of scope, risk, return to service time and cost implications as required, within delegation;
- Advise appropriate people of changes to the outage in terms of scope change, risk, return to service time and cost; and
- Signoff of agreed changes to the outage plan with the Programming, Delivery and Maintenance and Operations Teams.

## Outage reporting, including:

- Regular cost tracking reports to ensure outage is running to budget;
- Tracking of progress of outage against schedule;
- Regular return to service expectation reports;
- Regular OH&S and environmental compliance reporting;
- Resource utilisation and people performance reporting;
- Outage overrun reporting (as required) explaining reasons why the outage took longer than planned including future preventive actions; and
- Reporting of rework and quality issues.

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## Candidate attributes

### Technical skills and qualifications

- Mechanical or Electrical Trade Qualifications and/or Engineering Certificate; and/or
- Certificate IV in Frontline Management and/or progress towards achieving Certificate V; and
- Current Drivers Licence.

### Experience

- Site outage management experience in a heavy industrial environment or power utility;
- Experience in budgeting and “cost control” processes on large projects and/or outages;
- Experience in leading and managing teams;
- Experience in report writing and documentation preparation;
- Experience in outage planning in a heavy industrial environment or power utility; and
- Experience in planning and managing resources and priorities.

### Capabilities

- High level of real time decision making capability;
- A high level understanding of inter-relationships between different groups and lines of business within

- Hydro Tasmania or ability to grasp these quickly;
- Commercial awareness/business acumen;
- Demonstrated skills in managing people, processes and practices;
- Demonstrated problem solving skills; and
- Developing and maintaining a safe and environmentally friendly work environment.

### Change leader

- You identify and implement opportunities for continuous improvement/Lean initiatives within your team and across the business.
- You champion change where needed and inspire others to do the same.
- You apply change management methodology to your business area objectives, focusing on the future state and achieving positive and sustainable outcomes.
- You display resilience and persistence to achieve positive change outcomes.

### Growth mindset

- You see challenges and failures as opportunities.
- You actively seek and learn from feedback.
- You have a mindset of development, determination and opportunity.

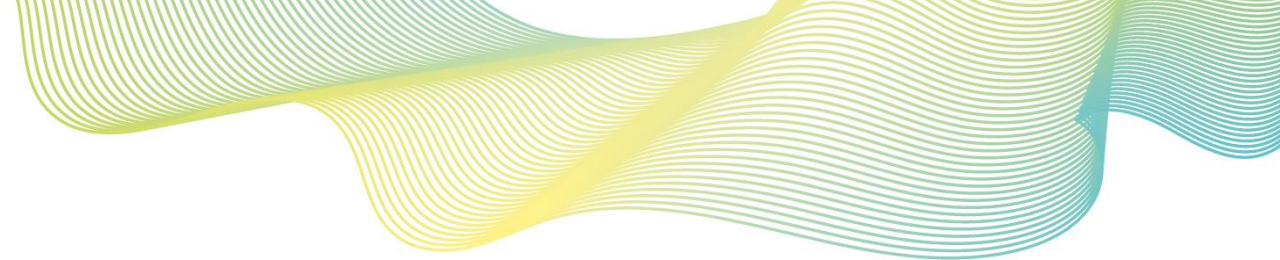
### Behavioural competencies

- See the Behavioural Competency Framework on the following page.

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## Behavioural Competency Framework

Competency	Description	All of us
Innovation & Continuous Improvement	Looks for new and better ways of doing things. Adapts to change to promote growth and improvement.	<ul style="list-style-type: none"> <li>• Continually looks for opportunities for Lean improvements</li> <li>• Follows ideas through to action, reflects and always seeks to do better</li> <li>• Demonstrates diverse thinking and embraces change</li> <li>• Encourages peers to do the same</li> </ul>
Collaboration	Breaks down silos, works across boundaries and builds relationships to achieve outstanding results to be proud of.	<ul style="list-style-type: none"> <li>• Actively looks for opportunities to share knowledge and utilise strengths</li> <li>• Works co-operatively to achieve shared objectives</li> <li>• Recognises others for their contributions and accomplishments</li> <li>• Gains and demonstrates trust and support for others through actions</li> </ul>
Builds effective working relationships	Embraces and encourages an environment of respect and trust.	<ul style="list-style-type: none"> <li>• Supports equal and fair treatment for all</li> <li>• Is seen as a team player and finds common ground in a respectful way</li> <li>• Seeks and provides feedback to improve working relationships</li> </ul>
Accountability	Stands up and takes ownership for achieving results. Sets high standards for self and others.	<ul style="list-style-type: none"> <li>• Follows through on commitments and encourages others do the same</li> <li>• Takes personal responsibility for own timely and quality activities</li> <li>• Designs feedback into the ways of work to support 'growth mindset'</li> <li>• Provides exceptional service to stakeholders and customers</li> </ul>
Judgement	Identifies and acts on issues and develops quality solution, setting high standards of decision making.	<ul style="list-style-type: none"> <li>• Always role models our values</li> <li>• Demonstrates rigor to make effective and quality decisions</li> <li>• Stands up and acts when issues arise with a sound and level-headed approach.</li> <li>• Keeps informed of activities and evolutions in the broader business</li> </ul>



# Organisational Values: **Our Way**



## **All about our customers**

Creating a brighter future for our customers is at the heart of every decision we make. We take time to listen, learn and adapt to deliver innovative product solutions impact solutions that genuinely meet their needs.



## **Keep each other safe**

We've got each other's backs. We care for the well-being of our colleagues and communities and we courageously speak up when things aren't right.



## **Do the right thing**

It's up to all of us to leave a positive legacy for this world. We do the right thing by each other, our communities and our planet by acting with integrity and honesty in all that we do.



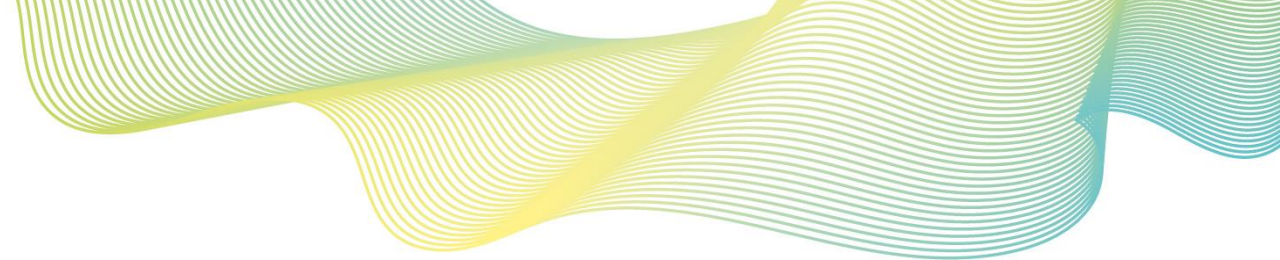
## **Better together**

We create meaningful opportunities when we work together to unlock the power of our diverse talents. We can do great things when we listen and learn from each other's perspectives.



## **Find a way**

We're up for solving even the toughest challenges. We collaborate, innovate and persevere until the job is done. And then we get up and do it again.



# Organisational Requirements

## Health, safety and security

Fosters and adheres to a culture that enables self and others' safety to make good choices at the forefront of all actions. Contributes to our ability to deliver our services by demonstrating an understanding of cyber security standards and applying them to relevant activities in the workplace.

## Compliance and standards

Ensures compliance through actively engaging with stakeholders and maintains awareness of relevant legislation, laws, regulations, standards, codes and Hydro Group policies and procedures. Influences continuous improvement and positive outcomes so they are viewed as adding value.

## Diversity and inclusion

Hydro Tasmania group supports applications from all members of our community and equitable access to our employment opportunities. We are open to discussing workplace flexibility in all our vacancies, to ensure we can attract the best candidates and accommodate individual needs, differences, disabilities and working arrangements, even in ways we have not thought of. Our merit based recruitment practices are founded on building diversity by fostering an inclusive, flexible and equitable workplace.