

# 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: **Electrical Supervisor**

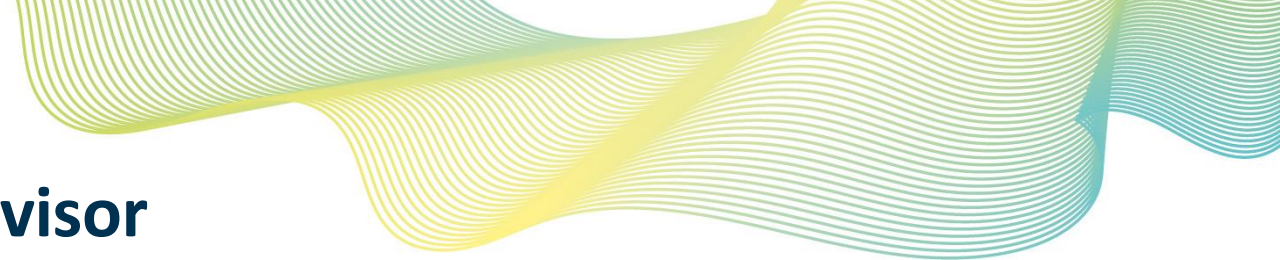
## **Role overview**

- **Position classification:** HT3
- **Number of direct reports:** NIL
- **Delegation Level:** DL7 <1k
- **Team, business area:** Major Works, Assets and Infrastructure
- **Immediate manager:** Delivery Manager
- **Manager-one-removed (skip):** Head of Major Works

## **Role purpose**

As an integral member of site team(s) and the Major Works Team more broadly.

Under the direction of a Site Manager or similar, to lead work and personnel at site to achieve the required technical outcomes.



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## **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**

- Build and maintain successful relationships relevant to the role purpose and contribute to the accomplishment of the Major Works' team goals, and
- Contribute to peer mentoring, and experience and skill sharing to build knowledge and capability within the Major Works team.

### **Technical**

- **Contributing at an engineering level in helping achieve the output of a high performance team aligned with Assets and Infrastructure' and the Corporation's strategic direction and goals,**
  - Sharing knowledge with other team members to help build and maintain with peer engineers the appropriate capability within the team;
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  - Contributing to the technical development of team members and Assets and Infrastructure engineers;

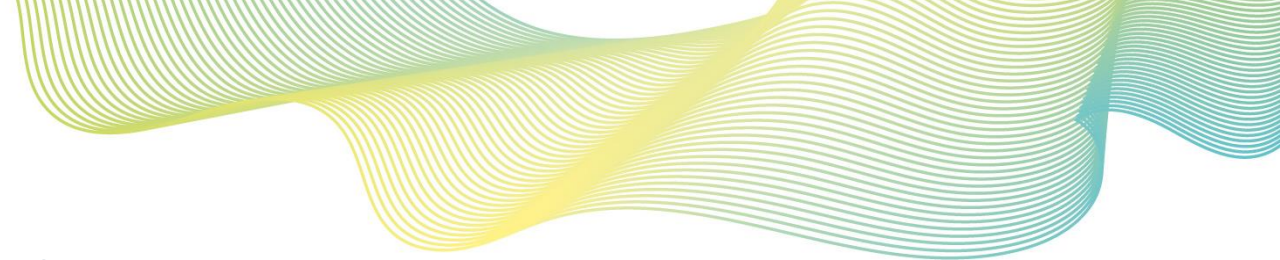
- Working with the team to build a sound understanding of the Corporations strategy, and how Assets and Infrastructure and Major Works team contribute;
- Helping build and maintain a Customer-focused culture;
- Maintaining a sound understanding of how Assets and Infrastructure contributes to the bottom line, and a commercial culture focussed on the economic impacts of the teams outputs;
- Contributing to team engagement, cohesion and performance; and
- Ensuring the health and safety of self, team members and contractors.
- Promote and deliver procurement and inventory advice and assistance to Major Works team members in line with sourcing strategies and procedural requirements.
- Maintain a long-term sustainable production portfolio and asset integrity.
- **Taking accountability for the delivery of outcomes;**
  - Proactively manage deliverables and workloads to meet deadlines and milestones aligned with project/task timing as directed by the project manager and/or delivery manager
  - Proactively contributing in area of expertise to the Corporation's business improvement initiatives and Assets & Infrastructure's World Class Asset Management programme;
  - Monitoring and reporting progress and performance against agreed KPIs for own deliverables, and taking corrective actions as necessary;

# Position Description: Electrical Supervisor

## Technical- continued

- Providing engineering or technical input into the delivery of core asset management documents and standards (endorsed and signed off) to agreed timeframes, and in reviewing/updating them to timeframes required by asset management processes;
- Monitoring performance against customer and stakeholder expectations and taking corrective actions as necessary, including managing expectations to realistic targets; and
- Participating in meetings at which progress against KPIs is monitored and discussed with key contributors to own deliverables.
- **For office and site based work the Electrical Supervisor is responsible for:**
  - direction of the work and crew at site to achieve the required technical outcomes including provision of advice to the Project Manager, Site Manager, Engineers, etc. regarding the options for work to be done and their relative merits (cost, time, quality);
  - Assisting in planning of site works;
  - assisting in the planning maintenance/full completion of Inspection and Test Plan (ITP) documentation for the work on and off site;
  - ensuring the appropriate Inspection Record Sheets (IRS) are completed for tasks as necessary;
  - Assist in developing and preparing Inspection Record Sheets (ITP's) and Inspection and Test Plans (IRS's).
  - assisting or conducting daily toolbox meetings;
  - ensuring appropriate completion of daily timesheets;
  - assisting in preparing and reviewing JHA's and preparation of Task Specific Permits (Hot Work, Confined Space, Concealed Services etc.);
- assisting site procurement by identifying and quantifying goods and materials as necessary;
- ensuring appropriate environmental and safety standards are maintained on site, including incident reporting;
- assisting in co-ordinating the finalisation and documentation of all works performed to ensure compliance with contractual requirements and specifications; and
- preparing and write technical reports and other documents such as ITPs, specifications and scopes of work;
- **Act as supervisor for selected contractors and act as Person-in-Charge for Hydro Tasmania work parties (within correct authorisation level)**
  - act as job manager or supervisor for designated jobs
  - plan, control and co-ordinate electrical works;
  - liaising with internal and external contracts such as the Entura line of business, private contractors and area engineering personnel;
  - ensure all Hydro Tasmania's contractors carry out tasks in accordance with procedures and specifications and report breaches as appropriate;
  - to proactively support all partnerships developed within Hydro Tasmania; and
  - ensure all variations and non-conformances are reported to the relevant job manager.





# Position Description: **Electrical Supervisor**

## Technical- continued

- **Provide on the job training for apprentices and graduate engineers**
  - assist in the training and mentoring of other employees;
  - ensure that trainees and apprentices participate in work opportunities that will enhance their skill levels; identify apprentice skill gaps and make recommendations;
  - participate in the preparation of apprentice performance reports; and
  - Participate in apprentice PDR's as required.
- **Assist in the operation of the Asset & Infrastructure work control system (SAP)**
  - participate in the higher level detail planning of tasks;
  - Procure equipment and materials through SAP in consultation with Project Managers;
  - participate in the development of the scope of work, resource allocation requirements and material acquisition for maintenance activities;
  - verify information is correct on work orders and sign off work orders at the completion of the job;
  - Prepare reports and maintenance histories for inputting into the SAP system.

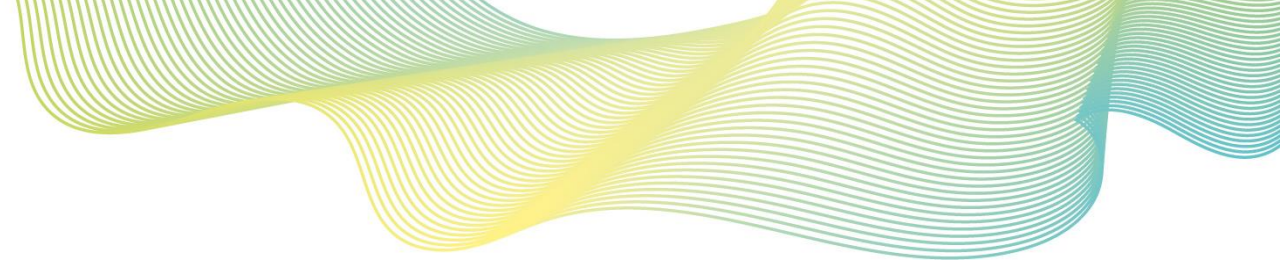
## Candidate attributes

### Technical skills and qualifications

- Electrician Practitioners License
- Current drivers licence

### Experience

- Installation, modification and fault finding of industrial electrical plant including auxiliary equipment
- Work without supervision
- Supervisory experience and the ability to co-ordinate electrical activities and lead a team of tradesmen
- Preparing and writing technical reports and other documents such as ITPs, specifications and scopes of work
- Reading, understanding, creating and modifying electrical drawings



# Position Description: **Electrical Supervisor**

## Capabilities

- Computer literacy and ability to learn new computer systems and programs
- Demonstrated safety culture in line with Hydro Tasmania's vision of 'No harm to anyone, any time'
- Ability to participate in and contribute to hazard studies and design reviews
- Intimate knowledge of relevant electrical standards such as AS3000 and AS3008
- Demonstrated capability to fulfil the technical and scheduling accountabilities of the role
- Effective communication skills with internal and external stakeholders

## Change mindset

- You identify and implement opportunities for continuous improvement/Lean initiatives within your team and across the business.
- You embrace change and encourage others to do the same.
- 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.
- You seek opportunities to develop and grow into a future leader of the business.

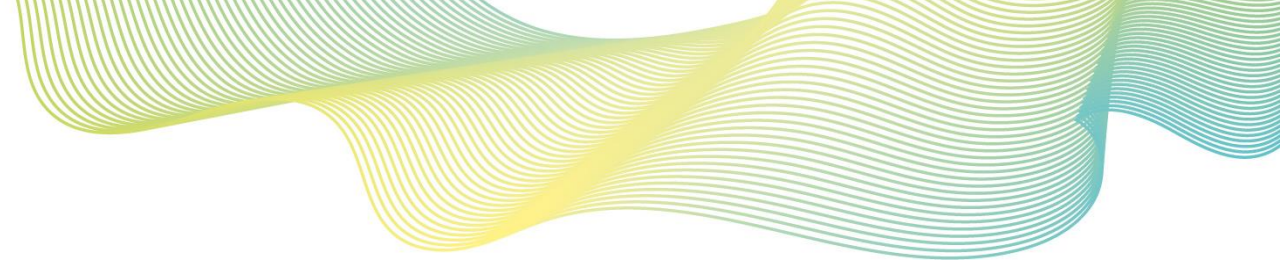
## Behavioural competencies

- 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**

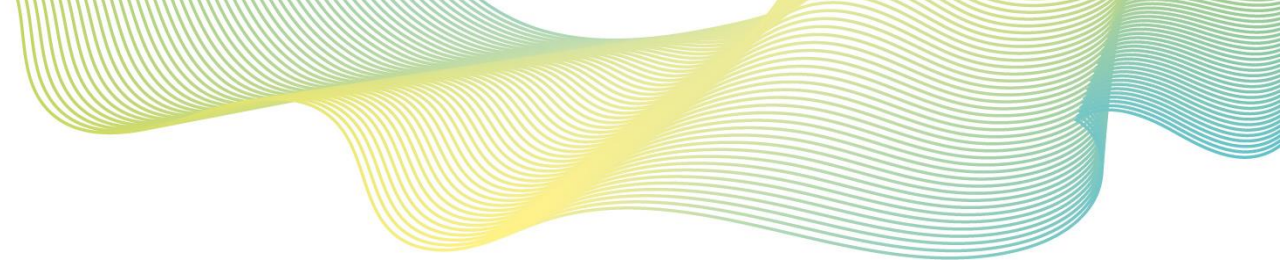
We create meaningful opportunities when we work together to unlock the power of our diverse talents. We can do great things when we listen and learn from each other's perspectives.



## **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.