

**Position details**

<b>Title of Position:</b>	Engineering Data Analyst
<b>Reports to (position title):</b>	Head of Project Engineering
<b>Division:</b>	Delivery
<b>Function:</b>	Project Engineering
<b>Number of Direct Reports:</b>	Nil
<b>Grade:</b>	4

**Health, Safety & Wellbeing**

*ElectraNet is committed to co-creating a workplace of choice and enriching the communities in which we operate.*

As an industry leader, ElectraNet is at the forefront of the clean energy transition. We are socially and environmentally ambitious, and our continued commitment to developing, operating and maintaining our network in a way that creates opportunities for people and nature to thrive is essential to achieving our vision of energising South Australia's Clean Energy future.

Our commitment also drives our focus to create a physical and psychosocial environment that supports the health, safety and wellbeing of our people.

We all contribute to ElectraNet's workplace culture and have a duty of care to ourselves and one another to work safely, assess and manage risk, courageously speak up and promptly report any unsafe working practices, hazardous working conditions or security threats and to collectively learn and grow from every opportunity.

**Position Overview**

The Engineering Data Analyst contributes to the development and maintenance of technical processes and systems designed to enhance the successful delivery of project engineering services. With a focus on the close out of technical documentation such as Asbuilt drawings, this role will help identify opportunities for streamlining and process efficiency.

Success in this role is characterised by a proactive approach to identifying team needs and areas of potential improvement and then proposing and designing a fit for purpose solution through the application of programming, mathematical/statistical and data analysis skills.

**Key Responsibilities**

Working under general supervision, the Engineering Support Officer will be responsible for:

**Contributing to Project engineering delivery and improving efficiency:**

- Close out of Asbuilt documentation for projects
- Identify efficiencies by automating engineering tasks that are repetitive in nature
- Use data science, theoretical mathematical, and software development concepts and initiative to identify, investigate and respond to team issues in accordance with ElectraNet Responsible AI, Acceptable Use and Data Governance frameworks

- Support the Project Engineering team to assess and interpret data streams to improve response times and efficiency.
- Assist Project Engineering disciplines to ensure compliance to ElectraNet's Engineering Management System (Eng MS)
- Utilise tools such as Power Automate to auto generate technical documents based on templates and user inputs
- Use initiative following discussion with members of the team to ascertain what more can be done and leveraging the skills and capabilities of others to deliver solutions that allow greater efficiency and insights into emerging issues and facilitates accurate and timely compliance reporting
- Maintain a register of technical lessons learnt, opportunities for improvement and feedback for standard updates. Follow up and track progress on these items
- Consolidate a list of Hazards from Design Hazard Registers from projects and create a template for Safety in Design meetings. Update this template on an ongoing basis.
- Track progress and prompt initiation on technical work packages and process improvement
- Support Discipline managers with resource forecast spreadsheets and actuals, identify changes to forecasts and follow up with the project team
- Prepare reports and monitor trends on resource utilisation by projects and activities
- Work with technical resources for timely delivery of all technical deliverables on the project, including design reviews and construction reviews
- Ensure systems and records are maintained accurately and up to date
- Ensure that records and databases are accurate and up to date

#### Operational & Technical

- Ensure effective records management using the appropriate system in line with business requirements
- Perform other duties, commensurate with skills and classification level, as required.

#### Behavioural

- Build and maintain strong working relationships with and between internal and external stakeholders, delivering a high level of customer service and contributing to organisation-wide continuous improvement of internal AI/ML capability.
- Create and develop a respectful workplace environment that values cultural diversity, innovation, open discussion and cross functional collaboration to help drive high performance.
- Lead by example; role model desired behaviour and priorities, demonstrate personal accountability for self-development and for achieving quality and timely result.
- Demonstrate behaviour that is consistent with ElectraNet's values, Code of Conduct and Acceptable Use of Technology Resources Policy while performing the role in a professional and ethical manner.
- Promote safe work practises that support the safety of all workers and the security of ElectraNet's assets, proactively reporting safety incidents, near misses and security threats

#### Significant Working Relationships

- ElectraNet Project Engineering Managers
- ElectraNet innovation, data governance, cyber security and technology teams
- ElectraNet Leaders and teams
- External Contractors & Suppliers
- Divisional Executive and Executive Assistants

### Equipment & Technology Used

- Programming language such as Python, HTML, Java, SQL, C, C++, C#, and Visual Basic.
- Azure Machine Learning Studio and Automation tools such as Power Automate
- Artificial Intelligence programming and developer tools such as Python SDK v2
- File management system (Sharepoint, OpenText)
- Microsoft Office suite of products (Intermediate to advanced skills)
- PowerBI
- GitHub

### Selection Criteria

#### Knowledge & Experience

##### Essential

- Demonstrated programming skills
- Proficiency in programming using Python, C, and other similar languages.
- Ability to apply data science principles to diverse applications.
- Strong analytical, investigative, and critical thinking skills.
- Curiosity-driven approach to tasks, with the ability to identify problems, determine root causes, and develop innovative solutions.
- Demonstrated ability to identify efficiencies in processes through automation
- Demonstrated experience working in a similar project controls or project support role, ideally within a corporate environment
- Strong attention to detail, planning and organisational skills with a continuous improvement focus
- Ability to build and maintain collaborative relationships with internal and external stakeholders
- Excellent written and verbal communication, including strong customer service skills
- Strong ability to apply initiative, gather information and exercise independent judgement to resolve and address issues as they arise
- Demonstrated positive and flexible attitude with a willingness to take on a wide range of tasks and adjust to competing priorities
- Experience in document management and maintaining accurate systems and databases to support business decision making

##### Desirable

- Minimum 2 years' experience or exposure to an Engineering, Analytical or Data Science related role.
- Electricity Industry background an advantage

#### Qualifications

- Tertiary qualification in Engineering, Computer Science, Data Science or equivalent

#### Background Checks

- Pre-employment checks, including background and security checks (such as global criminal checks) are required for this position, completed prior to commencement and repeated on a regular basis after appointment.

**NOTE:** Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.