

Position details

Title of Position:	Network Switching and Outage Coordinator
Reports to (position title):	Manager Network Outages
Division:	Network
Business Unit:	Network Outages
Number of Direct Reports:	Nil
Grade:	6

Health, Safety & Wellbeing

ElectraNet is committed to a Safety-First culture and a work environment promoting the health, safety and wellbeing of all workers. To sustain this culture, all leaders are required to implement and maintain the areas of ElectraNet's safety management system under their control, where the health, safety and wellbeing of all workers comes first while ensuring full compliance with all legislative and policy requirements.

All employees are required to contribute to the Safety-First culture by exercising their duty of care to themselves and one another, by working safely, by adhering to all reasonable safety and security instructions, by using all equipment provided in accordance with safe and secure work methods and by promptly reporting any unsafe working practices, hazardous working conditions or security threats.

Position Overview

The Network Switching and Outage Coordinator contributes to a small team responsible for the management, planning and co-ordination of planned transmission outages and associated switching programs to ensure network switching is carried out in a timely, safe and efficient manner.

The role aims to improve the efficiency of system switching program development and outage planning, customer and stakeholder engagement and compliance with regulatory network performance targets.

Success in this role is characterised by high attention to detail, strong planning and systematic coordination skills, and an ability to build relationships across broad stakeholder groups, to resolve problems and provide an optimal service.

Key Responsibilities**Operational & Technical**

Capable of working for extended periods under general supervision, as part of a small team contribution technical advice and operational support in:

Proactively manage and coordinate outages by contributing to:

- Preliminary security assessments for transmission network outages and permission to proceed for distribution network outages impacting the transmission network.
- Ensuring information in ElectraNet and AEMO outage schedules is accurate and maintained in a timely manner.
- Preparing, checking and processing switching programs in accordance with current Switching Manual
- Providing support and specialist technical advice to Network Switching Writer (NSW) role, customers and other groups within ElectraNet.

- Contributing to the effectiveness of the Outage Planning team and Network Operations overall performance.
- Completing accurately, regular reporting requirements.

Proactively supporting the provision of switching activities by:

- Preparing and checking system switching requests (SSR), including templating and standardising switching sheets in accordance with ElectraNet Switching Manual whilst meeting customer requirements and collating supporting information.
- Coordinate the checking and processing of the SSR into a system switching program (SSP) in a timely manner.

Behavioural

- Build and maintain strong working relationships with and between internal and external stakeholders, delivering a high level of customer service.
- 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

- External Customers and Contractors
- ElectraNet Project Managers and key stakeholders
- SA Power Networks (SAPN)
- Australian Energy Market Operator (AEMO)

Equipment & Technology Used

- SWOBS / AEMO NOS
- Subsload / SA Market / Transview
- Energy Management System - Alstom grid or OSI

Selection Criteria

Knowledge & Experience

Essential

- Applying theoretical and practical knowledge to solve commonly encountered problems.
- Applying generally accepted concepts, principles and standards in well-defined areas.
- Undertake ongoing tasks being performed on either a daily/weekly/monthly basis.
- Knowledge of network operations, transmission, electrical power system equipment, its operation and control, including HV switching experience.

- Knowledge of legislated industry requirements (National Electricity Rules, ESCOSA, OTR, AEMO Guidelines).
- Well-developed analytical, investigation, risk management and problem-solving skills, including familiarity with root-cause methodologies.
- Demonstrable, advanced written and verbal communication skills; including the ability to produce high quality reports and demonstrate good interpersonal skills.
- Demonstrable ability to work as a team member and actively promote office harmony.
- Experience in safety, technical and operational management of major infrastructure essential; preferably in electricity transmission networks.
- Experience in electrical switching and hands on experience with maintenance or project related activities.
- Demonstrated ability to apply sound project management methodology to manage own work schedule / projects.
- Sound ability to use the Microsoft Office suite of products.
- Coordinate, negotiate and influence key stakeholders and customers.

Desirable

- Minimum 5 years' experience, in related role.
- Electricity Industry background an advantage.
- Flexible approach to working hours and after-hours commitments.

Qualifications

- Associate Degree in Electrical Engineering or equivalent (Preferred).
- Electrical trade skilled worker/technical officer (essential).
- Current Holder of an ElectraNet HV switching licence or equivalent (essential).
- ElectraNet Access Level Substation or higher (desirable).
- White Card training (desirable).

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.