

Position details

Title of Position:	Maintenance Delivery Manager Substations
Reports to (position title):	Maintenance Manager
Division:	Assets
Function:	Maintenance
Number of Direct Reports:	Nil
Grade:	8

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 Maintenance Delivery Manager Substations will oversee the successful delivery of routine and corrective maintenance, including short to mid-term defect notifications, in parallel by proactively managing risk, cost and schedule, governance, resources, and stakeholders to ensure successful defect mitigation and closeout. They are required to collaborate closely with Engineers, Maintenance Planners and the Maintenance Packaged Works Technical Delivery Manager to implement appropriate delivery strategies to reduce the number of outstanding defects on the ElectraNet Network to minimise Network risk and optimise business value. Through demonstrable technical experience, commercial and rigorous contract management skills, as well as a strong understanding of works coordination, sequencing and project management methodologies, they are to oversee the implementation of appropriate delivery strategies with the ability to manage conflicting priorities with varying degrees of complexity.

The position is responsible for the management of maintenance defects requiring field mitigation within Substations, working with Asset Engineering and Operational teams to identify efficiencies and opportunities to minimise risk to the network. The position requires a level of technical knowledge and is responsible for managing the delivery of emergency and critical defect responses, working closely with key stakeholders to drive delivery to enable successful and timely mitigation and restoration of the network. This position will collaborate with the maintenance planning team to find opportunities to optimise outages to ensure successful delivery of routine and corrective maintenance.

Key Responsibilities

Strategic Influencing

- Take ownership and initiative, drive for outcomes, make independent decisions, and formulate policies and procedures within established frameworks to obtain the best performance and results.
- Provide ongoing, balanced feedback that rewards positive results and supports employees to learn and grow.
- Inspire, motivate, mentor and develop employees to be engaged, accountable and achieve best practice in their respective disciplines.
- Support external stakeholder management to deliver effective engagement with consumers and other stakeholders and support the regulatory positioning of the business
- Embrace change and lead teams through the change management process to ensure its success.

Operational & Technical

Capable of working for extended periods under minimal supervision, you will be accountable in contributing to technical advice and operational support in:

Successful delivery of maintenance programs by managing:

- Budgets for routine and corrective maintenance and package works
- Timely and cost-effective delivery of allocated maintenance programs to established business standards, risk profiles, quality, timeframes, and budgets. Specific tasks may include:
 - Short term delivery planning (< 6 months), budgeting, status reporting and monthly forecasting
 - Providing support to the ElectraNet Maintenance Planners to develop medium to long term (> 6 months) maintenance plans
 - Participation in buying teams as required for new contracts
 - Integration of the various maintenance contracts to optimise program delivery
 - Analyse/interpret data to aid contract and asset management decision making
 - Contractor performance management
 - Payment approvals
 - Ensuring all maintenance costs are assigned to specific assets
 - Support optimised outage planning
 - Ensuring business resources are applied optimally to program tasks
 - Assisting in the management of the spare parts required for optimum maintenance delivery
 - Manage the timely provision of technical drawings/documentation together with the timely receipt and storage of test records, documentation, and data systems
 - Manage the identification of Self Insurance events and liaise with Governance to ensure costs are appropriately assigned to the Self Insurance budget allowance
- Provision of advice, presentations and reports as required
- Collaboration with the Asset Engineering & Maintenance Delivery teams and other internal and external stakeholders

Proactive management of asset risk by:

- Understanding and managing short term asset and network risk
- Proactively managing Routine Maintenance tasks with a view to consistently achieving zero overdue tasks measured against the due date

- Proactively managing High Risk Defects (O,Z,S & E) with a view to consistently achieving zero overdue tasks measured against risk
- Participating in the Hazard Review Committee as required

Deliver productivity and efficiency improvements by contributing to:

- Identification and development of productivity and efficiency improvements across all maintenance programs, partnering with maintenance service providers to achieve mutually beneficial business outcomes
- Desktop and field audits on all maintenance activities including:
 - Contractors' management systems, work practices and project deliverables,
 - Onsite surveillance of contractor performance to ensure compliance and performing onsite observations as necessary
- The resolution of all non-conformances
- Optimisation in the delivery of maintenance specific activities, ensuring value for money is achieved, via:
 - Packaged works management
 - Capitalisation of works, in compliance with capitalisation policies and guidelines, specifically Emergency Unit Asset Replacement work
 - Integration of maintenance activities with capital program activities
 - Identify and correct inappropriate use of the maintenance budget

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

- ElectraNet's Project Delivery Teams
- ElectraNet's Asset Engineering and Maintenance Delivery Teams
- ElectraNet's Asset Management Teams
- ElectraNet Contract Administrators and Procurement Specialists
- ElectraNet Network and Operations Teams
- External Customers and Suppliers
- Maintenance Service Providers such as Enerven

Equipment & Technology Used

- Microsoft Office Suite
- MAIT
- DAIT
- SAP
- SWOBS

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
- Experience and skills to effectively manage and deliver programs of work to agreed quality standards, within budget and schedule constraints preferably in a field related to electricity infrastructure
- Demonstrated ability operating in a contracting environment, monitoring contractor performance and leading initiatives to improve contract “value for money” outcomes
- Application and understanding of project management methodologies, tools and principals
- A detailed understanding of health, safety, environment, development approval, land procurement, cultural heritage and sustainability
- A strong awareness and experience managing risk management processes
- A strong awareness and experience across contract management practises
- Well-developed analytical, investigation and problem-solving skills
- Strong written and verbal communication skills, including negotiation and conflict resolution
- Excellent interpersonal skills, ability to work as an effective team member and provide project leadership
- Strong time management and coordination skills, including problem-solving skills
- Demonstrable ability to work as a team member and actively promote office harmony
- Capable of working under pressure to meet deadlines; acting decisively to make informed decisions
- Desire and ability to acquire technical and business knowledge and skills
- Willingness to undertake other duties commensurate with your skills and role requirements
- Knowledge of legislated industry requirements (National Electricity Rules, ESCOSA, OTR, AEMO Guidelines)
- Flexible approach to working hours and after-hours commitments

Desirable

- Minimum 10+years’ experience working in a Project Management, or Technical Delivery related role.
- Post graduate management or business-related qualifications.
- Electricity Industry background an advantage.

Qualifications

- Tertiary qualification in Engineering, Project Management, or relevant experience
- Electrical Workers Licence. (desirable)
- White Card training (essential)

- ElectraNet (or equivalent) Asset Access Training (desirable).
- Unrestricted C class SA driver's licence (or eligibility to obtain one if international candidate). (essential).
- Current ESI Senior First Aid.
- Current CPR.

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.