

Asset Data Coordinator**Position Description**

REPORTS TO: Asset Data Manager

LOCATION: Christchurch

FUNCTIONAL RELATIONSHIPS**Internal**

- All departments within Orion

External

- Customers
- Contractors

OVERALL OBJECTIVE

Maintain and validate up-to-date information of Orion's electrical network assets in various asset databases and GIS systems on a daily basis

Track asset movements and package data for network replacement contracts.

PRINCIPAL ACCOUNTABILITIES**Asset data**

- Interpret and maintain as-built information of network assets in various asset data systems within agreed timeframes and to a high standard of accuracy
- Process as-built underground cable location records and make available to contractors and the public, taking all practicable steps to ensure the information provided meets public and Orion's network safety requirements
- Carry out specific tasks as directed by the Asset Data Manager.

Team

- Consistently role model Orion's vision and values and associated behaviours
- Contribute to the range of activities undertaken in the wider Asset Data team
- Contribute to and encourage a customer-focused team culture and help identify process improvement opportunities as they arise
- Undertake any other duties and support members of the Asset Data and wider Network teams as required

Date: _____ Initial: _____
On behalf of Company

Date: _____ Initial: _____
Employee

Health and Safety

Set an example for safety leadership by considering personal safety, the safety of colleagues, public safety, environmental and business risks before acting:

- Show a commitment to and comply with Orion's health and safety policies, systems and procedures
- Take all practicable steps to ensure own safety and no cause of harm to others by action or inaction
- Follow all required safety procedures and utilise applicable personal protective equipment
- Identify and report hazards and apply appropriate hazard control measures
- Report all work related accidents, incidents, near misses and illnesses
- Report faulty facilities, plant and equipment immediately.

DELEGATED AUTHORITY

Financial: \$100 operating and capital expenditure

People: Nil

PERSON SPECIFICATION

Qualifications and experience

Experience of maintaining electrical utility data in both geospatial and fixed asset databases is an advantage

Experience with spreadsheet and other analysis tools

Experience using AutoCAD

Data systems, draughting or GIS qualification would be an advantage

Experience of working as part of an effective team.

Knowledge, skills and abilities

An understanding of power distribution systems would be an advantage

Aptitude to learn and use multiple, diverse and sometimes complex information systems, with the ability to move from one system to another on a regular basis

Able to interpret as-built documentation/drawings

Aptitude to develop competent GIS (Intergraph) skills

Being able to work as part of an effective team is critical

Good problem solving / analytical skills

Date: _____

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Competent communication, interpersonal, written, and verbal skills

Personal attributes

Punctual with good time management

Analytical mindset with attention to detail

Self-motivated, able to prioritise workload

Good honest communicator

Work well in a team environment

Excellent problem solver

Innovative approach to technology.

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