

## Operations Support Trainee

### Statement of Accountabilities

#### Our purpose:

Powering a cleaner, brighter future

#### Our work principles:

- People can be curious, explore new possibilities and learn in pursuit of our vision
- People feel safe to be themselves
- People can take ownership, exercise good judgement and act
- People deliver what's required to a high standard
- People support each other and work together as a team

#### Key relationships and delegated authority

Reports to:	Operations Improvement Lead
Responsible for (# staff):	Nil
Internal Relationships:	Collaboration primarily across Infrastructure, Engineering and Information Systems
External Relationships:	Interaction with other EDBs, GE Digital and software vendors
Delegated Authority:	\$5,000 operating expenditure

#### Role Objective

Responsible for developing, maintaining and operating our network management system and associated software. Responsibility for providing exceptional customer support to system users, including developing training documentation and delivery of training and support as required.

#### Key accountabilities

##### Operations Support Trainee

- Ensure all work is carried out in a safe and compliant manner
- Support PowerOn users by ensuring the system is running at an optimal level
- Ensure the status of our network is accurate and continually updated within PowerOn
- Ensure as far as practicable that our network is operated within acceptable equipment ratings and advise the Control Centre Manager of impending issues

- Assist in the development of test methods and undertake Site Acceptance testing of new systems as required
- Remain current with industry and Orion requirements
- Undertake training as part of development
- Complete training schedule as required

#### Health and Safety

- Show a commitment to and comply with Orion's health and safety policies, systems and procedures
- Take all practicable steps to ensure your own health and safety and that of all others around you.
- Follow all required safety procedures and utilise applicable personal protective equipment
- Report all work related accidents, incidents, near misses and illnesses
- Report faulty facilities, plant and equipment immediately

#### Team

- Show a commitment to your own learning and development, and promote a learning culture
- Support and collaborate with your team members for excellent team outcomes
- Ensure you, and others around you, are healthy and safe.

#### **Qualities required for the role**

- Have or be working towards a level 6 tertiary qualification (NDE or NZCE)
- Electrical registration with a current practicing license would be an advantage
- An interest in, or understanding of network management systems and SCADA
- A working knowledge of the NZ transmission/distribution system would be an advantage
- The ability to support our vision, goals and principles

Date: \_\_\_\_\_

Initial: \_\_\_\_\_  
On behalf of Company

Date: \_\_\_\_\_

Initial: \_\_\_\_\_  
Employee