

Asset Information Coordinator

Statement of Accountabilities

Our vision:

We are privileged to contribute to our community from within our community; by helping to lead progress and liveability within our region, and across New Zealand.

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:	Asset Information Lead
Responsible for (# staff):	0 people
Internal Relationships:	Collaboration primarily across Infrastructure
External Relationships:	Interaction with retailers, regulators and government agencies, suppliers and other EDBs
Delegated Authority:	\$100 operating expenditure \$100 capital expenditure

Role Objective

Maintain and validate real time information of Orion's electrical network and assets in various asset databases and GIS system on a daily basis.

Key accountabilities

Asset Information

- 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
- Utilise spatial analysis to support decision making
- Carry out specific tasks as directed by the Asset Information Lead.

Health and Safety

- Show a commitment to and comply with Orions' health and safety policies, systems and procedures
- Take reasonably practicable steps to ensure the health and safety of yourself and others.

Team

- Commit to achieving our vision and organisational goals
- Role model behaviours that support our work principles
- Support your team members and undertake other tasks as requested by your manager

Qualities required for the role

- Minimum NCEA Level 3 or equivalent experience. A relevant tertiary qualification would be well regarded
- Experience of maintaining electrical utility data in both geospatial and fixed asset databases is an advantage
- A willingness and ability to learn, adapt and provide a high level of service
- Able to interpret as-built documentation / drawings
- Aptitude to develop competent GIS / spatial analysis skills
- Able to work as part of an effective team
- Good problem solving / analytical skills
- Well-developed communication, interpersonal, written, and verbal skills
- Self-motivated, able to prioritise workload

Date: _____

Initial: _____
On behalf of Company

Date: _____

Initial: _____
Employee