

JOB DESCRIPTION

Position Title:	Trainee Communications Technician
Location:	Technical Services, Puketona Depot
Reports To:	Technical Services Maintenance Supervisor
Direct Reports:	NIL
Financial Responsibility:	As per delegated authority
External Relationships:	Contractors Consultants

PURPOSE

Assisting to implement and maintain the Network's wired, wireless and fibre communications infrastructure.

OBJECTIVES

These are the overall objectives (high level) for the position – they should feed into the divisional / organisational objectives

Number	Description	Weighting
1.	Actively participate in a Safety Culture through compliance, monitoring, leading by example and mitigating safety risks in area of work	50%
2.	Assist the Technical Services department to meet financial targets by ensuring all work assigned to the individual is delivered on time and to expected relevant standards	50%

DUTIES

These are the day-to-day tasks that make up the individual's role

Area	Activities
IT Communications	<ul style="list-style-type: none"> Assist with the implementation and maintenance of the radio communication solutions in line with business requirements Assist in creating as built drawings for all communications infrastructure. Keep all drawings up to date. Assist in ensuring systems are maintained to an acceptable level of quality and reliability Assist in constructing and testing approved communication solutions
Operational	<ul style="list-style-type: none"> Assist with inspecting, testing and diagnosing faults Assist with assembling or removing components
Health and Safety	<ul style="list-style-type: none"> To prepare and provide written reports as required Fully understand and report any safety risks / hazards Report any workplace accident/near miss as soon as practicable

<i>Training</i>	Undertake formal training courses appropriate to the position
<i>Other Duties</i>	Carry out any other duties and responsibilities as may be requested from time to time which are generally consistent with the objectives of the position

EXPECTED OUTCOMES

Monitored bi-annually through the Performance Development (PDP) Process

ADDITIONAL RESPONSIBILITIES

Asset Management	Level 5 of the Responsibility Matrix (if applicable)
Health and Safety	Level 5 of the Responsibility Matrix
Risk Management	Level 5 of the Responsibility Matrix

QUALIFICATIONS AND EXPERIENCE

Knowledge, Skills and Abilities:

Education	Essential	Preferred	Experience	Essential	Preferred
Learning towards an electrical Service certificate – Technician or higher		x	Some knowledge / interest in the industry		X
Learning towards an electronics and radio communication trade certification		x			
Full class 1 drivers license	x				

Personal Attributes:

Communication

- Expresses views in a fluent, clear, logical manner which captures interest and gains support
- Speaks with enthusiasm, authority, and conviction
- Is an effective listener
- Shows tact and diplomacy in dealing with others
- Effectively adapts own communication style to suit different audiences
- Delivers information effectively in a variety of written formats including reports, letters, memo's and emails

Cooperation / Collaboration

- Willingly accepts assignments from Team Leader
- Volunteers for work
- Contributes expected share in team context

Technical competence

- Physically fit
- Has a head for heights and confined spaces

- Good with hand tools and machinery

Teamwork

- Is committed to the team and its goals and works well in a team setting
- Develops and maintains productive working relationships within the team
- Treats fellow team members with respect and dignity
- Willingly shares knowledge, skills and job-relevant information
- Does fair share and is an effective contributor

Accuracy/Attention to Detail

- Works with a high level of precision and attention to detail
- Performs duties with exactness and holds self to rigorous standards
- Is careful to double-check work and avoid errors and mistakes

Customer Service/Focus

- Actively seeks and listens to customers' needs, suggestions and feedback
- Consistently meets, and at every possible opportunity, exceeds customer expectations
- Seeks to over-deliver, rather than over-promise
- Excels at providing excellent customer support and follow-up
- Is committed to continuous improvement of customer service
- Expeditiously escalates those issues and problems which cannot be resolved to higher levels of authority

Problem Solving

- Effectively analyses problems to get to their root causes - trouble-shoots effectively
- Deals effectively with incomplete information, conflicting priorities, and time pressures
- Effectively identifies suitable data/information sources
- Involves others who can assist with the process - is open to new and creative suggestions
- Makes timely decisions and avoids procrastinating
- Makes rational and sound decisions based on relevant information and the objective, weighing up of the pros and cons of alternative solutions

At Top Energy's discretion, this Job Description may be amended in consultation with the position holder

Manager's Signature	Position Holder's Signature
Manager's Name (please print)	Position Holder's Name (please print)
Date	Date

Responsibility Matrix

Asset Management

Level	Level Title	Job Title	Responsibility
1	Business Leader	CEO	<ul style="list-style-type: none"> • Able to direct the work of others in all roles, particularly in policy development, analysis of strategic requirements, asset management capability development, risk management and performance improvement. • Proactive in shaping the Asset Management culture and championing Asset Management principles and best practice. • Must have sufficient understanding of Asset Management principles and practice to evaluate the quality of the work being done.
2	Head of Division	Divisional GM	<ul style="list-style-type: none"> • Able to direct others in asset management planning, the implementation of asset management plans, risk management and performance improvement and asset information management. • Able to guide and show others how to undertake the full range of asset management activities. • Able to undertake independently the analysis and development of asset policies and the investigation of incidents and communication of lessons learned. • Able to lead and evaluate compliance reviews and audits. • Contributes to the specification, selection, and integration of asset management information systems.
3	3 rd Tier Management	Managers (Report to GM)	<ul style="list-style-type: none"> • Able to independently undertake activities in asset management planning, the implementation of asset management plans, risk management and performance improvement and asset information management. • Able to contribute to policy development, strategy development, asset management capability development, risk management and performance improvement in the area of asset management for the business
4	4 th Tier Management	Supervisor / Foreman (Report to a Manager)	<ul style="list-style-type: none"> • Able to guide and show team members how to undertake implementation of asset management plans, asset management capability development, monitoring and reviewing progress and performance and asset information management as it pertains to their area of the business. • Able to undertake asset management planning, asset management capability development, risk management and performance improvement as it relates to their area of the business. • Contribute to asset information management as it pertains to their area of the business
5	General	All other staff	<ul style="list-style-type: none"> • Understands the contribution each role makes to the achievement of the asset management strategy and objectives. • Understands the interdependencies between asset management roles. • Undertake activities involved in the implementation of asset management plans and risk management and performance improvement as directed by manager as it pertains to their area of the business

Risk Management

Level	Level Title	Job Title	Responsibility
1	Business Leader	CEO	<ul style="list-style-type: none"> • Conveys Boards of Directors' risk appetite levels • Directs the work of others in all roles in relation to risk and regulatory issues. • As a member of the Executive Management Team, formulates Risk Management policy. • Sets business level goals, policies and objectives for risk management and reports to Boards of Directors • Deploys plans to achieve the business level goals. • Proactive in shaping the risk management culture and champions risk management principles and best practice. • Sets business level policies for System and Information Security
2	Head of Division	Divisional GM	<ul style="list-style-type: none"> • As a member of the Executive management Team, formulates Risk Management policy. • Sets divisional level guidelines and objectives for risk management and reports to the CEO on performance regarding risk management objectives. • Deploys plans to achieve the divisional level objectives. • Directs the work of the division in relation to risk management within appetite across the division. • Champions risk management principles and best practices; guides, empowers and supports direct reports in all aspects of company policy adherence in relation to risk management framework and regulatory compliance where relevant. • Sets divisional level requirements to comply with the System and Information Policies and ensure the Information Security Management System is understood and adhered to
3	3 rd Tier Management	Managers (Report to GM)	<ul style="list-style-type: none"> • Guides, empowers and supports direct reports in all aspects of company policy and appetite adherence in relation to risk management and regulatory compliance where relevant. • Sets functional level objectives for risk management and reports to the Divisional GM • Deploys plans to achieve the functional level objectives. • Leads by example in adherence to best practice in risk management at all times. • Assists other Managers in identifying, evaluating and responding to strategic, business and operational risks. • Champions risk management principles and best practices • Incorporates the Information Security Management System, policies, and standards into all activities to reduce risk and improve controls. Ensures direct reports understand and adhere to their responsibilities.

4	4 th Tier Management	Supervisor / Foreman (Report to a Manager)	<ul style="list-style-type: none"> Leads by example in adherence to best practice in risk management at all times. Actively and openly discusses risk management with work team on a regular basis. Assists other Supervisors in identifying, evaluating, and responding to strategic, business and operational risks. Champions risk management principles and best practices Incorporates the Information Security Management System, policies and standards into all activities to reduce risk and improve controls. Ensures direct reports understand and adhere to their responsibilities.
5	General	All other staff	<ul style="list-style-type: none"> Takes responsibility for risk management as it relates to own work activities within the company. Assists the General Manager Finance and the reporting manager to continually improve those parts of the Risk Register that relate to own role. Ensure all activities comply with the requirements of the Information Security Management System, policies and standards.

Health and Safety

Effective functioning of the safety management system depends on the commitment by all staff – from the CEO to frontline workers – to perform their duties and responsibilities so far as is reasonably practicable.

Level	Level Title	Job Title	Responsibility
1	Business Leader	CEO	<ul style="list-style-type: none"> Conveys Boards of Directors' health and safety risk tolerance levels Directs the work of others in all roles in relation to health and safety. As a member of the Executive Management Team, formulates Health and safety risk management policy. Sets business level goals and policies for health and safety and reports to Boards of Directors Deploys plans to achieve the business level goals. Proactive in shaping health and safety culture and champions health and safety principles and best practice
2	Head of Division	Divisional GM	<ul style="list-style-type: none"> As a member of the Executive Management Team, formulates health and safety risk management policy. Directs the work of the division in relation to health and safety across the division. Guides, empowers and supports direct reports in all aspects of health and safety legislative and company policy adherence. Sets divisional level guidelines/ policies and objectives for health and safety and reports to the CEO. Deploys plans to achieve the divisional level objectives. Proactive in shaping health and safety culture within the division and champions health and safety principles and best practice

3	3 rd Tier Management	Managers (Report to GM)	<ul style="list-style-type: none"> • Leads by example in adherence to best practice in at all times. • Guides, empowers and supports direct reports in all aspects of health and safety legislative and company process adherence. • Champions risk management principles and best practices; guides, empowers and supports direct reports in all aspects of company policy adherence in relation to safety risk management framework and regulatory compliance where relevant. • Sets functional level objectives for health and safety and reports to the Divisional GM • Deploys plans to achieve the functional level objectives. • Ensures staff assigned to work have current certification, training, knowledge, experience and confidence to conduct said work. • Leads by example in adherence to best practice in health and safety at all times. • Actively and openly discusses health and safety with operational group and contractors on a regular basis
4	4 th Tier Management	Supervisor / Foreman (Report to a Manager)	<ul style="list-style-type: none"> • Leads by example in adherence to best practice in health and safety at all times. • Guides, empowers and supports direct reports in all aspects of health and safety legislative and company process adherence. • Actively and openly discusses health and safety with work team, including contractors, on a regular basis. • Ensures staff assigned to work have current certification, training, knowledge, experience and confidence to conduct said work. • Follows procedures so far as is reasonably practicable and reports accidents / incidents as and when they occur
5	General	All other staff	<ul style="list-style-type: none"> • So far as is reasonably practicable, takes responsibility for own health and safety at all times. • Actively and openly discusses and contributes to health and safety improvements. • Follows procedures so far as is reasonably practicable and reports accidents / incidents as and when they occur. • Advises direct supervisor if lacking current certification, training, knowledge, experience or confidence before conducting assigned work.