

Position Description

Position title:	Project Management Administrator	Created:	February 2022
Division:	Centralines Ltd - Network	Location:	Waipukurau
Reports to (title):	Operations Manager	Salary Band:	
Team function:	Centralines Limited is an electricity distribution business covering Central Hawke's Bay. We have a staff of qualified professionals who are skilled in the following areas: • Network Design • Project Management • Asset Recording • Cable Location • Power Line Audits, and Power Line Upgrades • Energy Retailers metering works • Tree Trimming and Removal • Fibre Optic Installation • Trenching • Traffic Management		
Prime function / Purpose of Position:	The role of the Project Management Administrator is to provide project administration support for the Centralines Management Team and more specifically the Operations Manager, Design/Planning staff, and the Electrical Team Leader. The end result is to ensure efficient completion of all Network and customer projects.		
Employee Supervision:	Direct: 0 Indirect: 0		
Cost Centre Budget:	Cost Centre budget responsibility	\$ Nil	
Delegated Financial Authority:	Maximum purchasing authority per item (Opex)	\$ Nil	
	Maximum purchasing authority per item (Capex)	\$ Nil	
Key stakeholder relationships and linkages:	Internal	External	
	• Unison Control Room • Health, Safety and Environmental Coordinator • Works Performance Advisor • Lines Supervisor • Line Mechanic Foreman • Design Staff • Electrician Staff • Operations Manager Centralines • Centralines Administration and Support Staff	• Members of the public • External Contractors • Local & Neighbouring Authorities • Transit NZ • Other Utility Operators • Centralines Legal Support Providers • Police	

Key Responsibilities:

- Provide administrative support to Design Staff, Electrical Team Lead, and as required, Lines Supervisor, Line Mechanic Foreman, Office Staff, and Field Staff.
- Identify areas of concern and follow-up to ensure actions are completed in a timely manner.
- Undertake centralised project management support functions:
 - General administration duties as required.
 - Monthly reporting on Electrical & Vegetation progress
 - Support design & planning team with small amount of monthly reporting
- Progress the completion of easements and other property acquisitions within appropriate time frames.

Special Responsibilities:

- Daily management of NC1/DG1 applications
- Supporting billing/reporting of metering/BAU works (electrical)
- Management of customer queries & Design liaison
- Social Media & Advertising as required
- Administration support for special projects

General

- Undertake assigned project work as required.
- Undertake other duties as reasonably required from time-to-time.
- Provide job cover for the Programme Analyst/Scheduler where required.

Health & Safety:

Comply with the Company's Health and Safety requirements and in particular:

- Ensure that no action or inaction on your part while at work, harms any member of the public or damages their property;
- Ensure safety to members of the public, and their property, by following all company policies, procedures and promptly reporting public safety issues;
- To follow the safe working practices set out in the Safety Manual - Electricity Industry (or its revised equivalent);
- Ensure your own safety at work;
- Ensure that no action or inaction on your part while at work, harms any other person;
- Report any hazard identified within the workplace or arising out of the work;
- Report and record injuries/illnesses arising out of the work or the work environment; and
- Participate in emergency drills and training sessions in occupational safety and health, as required.

	Essential:	Desirable:
Formal Education & Training:		Tertiary qualification to diploma level or higher in Business or Commerce.
Experience (Years & Type):	A minimum of 2 - 3 years administration experience.	Experience working in a utility environment, ideally in the Project Administration area.

Competency Requirements

- Committed to living and role modelling the Company values of Safety and Wellbeing, Excellence, Customer Service, Integrity and Teamwork, and the supporting behaviours.
- Committed to supporting the Company in achieving our vision
- Good organisational and time management skills.
- Excellent communication skills, both written and oral.
- Ability to work well as part of a team.
- Ability to self-manage and work to deadlines.
- Flexibility and capacity to learn new skills, procedures and apply new techniques.
- A focus on detail and ability to work methodically.
- Desire to deliver high quality service in a pleasant and cooperative manner.
- Exhibit a sense of urgency when dealing with operational matters.
- A high level of computer literacy, including advanced skills in Microsoft Office Suite.

Compliance Requirements

Business Compliance:

Ensure a sound understanding of, demonstrate commitment to and comply with all legislation and Centralines / Unison Policy relevant to your role and all activities undertaken in that role.

Health and Safety:

Undertake all work in a safe manner and follow all company and workplace health and safety procedures.