

WESTERN POWER DISTRIBUTION

NETWORK SERVICES DISTRIBUTION

ASSISTANT PLANNER EBA GRADE 5

ACCOUNTABLE TO THE TEAM MANAGER FOR

- The planning, preparation and delivery of new services alterations and small capital projects.
- The organisation of individual projects.
- The cost effectiveness of individual projects.
- Own performance and behaviour.
- The impact of project and own activities on customers, public and environment.
- The health and safety of the team.
- The quality of own work.
- Own personal development.
- The identification of necessary physical resources.
- The effective use of contracts.
- The representation of the team and the Company at the individual level.

ACTIVITIES UNDERTAKEN INCLUDE

- Design schemes in accordance with Engineering Directives
- Prepare quotations and Connection Agreements for medium levels sites
- Determine what is required and how the work will be carried out for projects which do not require individual financial approval and for small capital sanctions.
- Design schemes whilst taking account of equipment ratings and voltage drop on the LV network
- Prepare quotations and Connection Agreements
- Assist the Planner in the preparation of capital projects.
- Obtain consents and materials, prepare terms, quotations and agreements.
- Issue planned shutdown notices, make appointments with customers, issue terms, quotations and agreements.
- Determine and carry out network operations on the L.V. system.
- Carry out network operations on the H.V. system.
- Record asset details and routes. Record meter details.
- Determine what will be done in the short term (immediate to one month) within known constraints.
- Exercise leadership in co-ordinating site activities.
- Request assistance of Team Manager or other team members when outside own capability or authority.
- Alter own short term programme to meet change in circumstance, within constraints.
- Assess the potential impact of a specific work activity on customers.
- Minimise the adverse impact of own activities on customers.
- Advise customers affected of the impact of own activities.
- Resolve customer complaints, wherever possible directly.
- Refer difficult complaints to the Team Manager.
- Assess site risks, and take action to remove or avoid.

- Comply with safety instructions, use protective equipment and wear protective clothing.
- Maintain tools, equipment and vehicles in a safe condition.
- Report any accident, injury, damage to property or near miss.
- Identify opportunities for improvement in performance and implement or recommend change.
- Check the quality of own output.
- Identify own potential and request development opportunity.
- Identify and request physical resources to improve individual and team performance.
- Issue work to contractors, and approve daily work sheets.
- Carry out quality and compliance checks on contractors' works.
- Speak on behalf of oneself and the Company at the individual level.

NB. Some accountabilities/activities will vary dependent on the team's activities and any specific requirements