

Position Description

Role Overview	
Position Title:	Network Delivery Specialist
Reports To:	Network Delivery Manager
Location:	Christchurch
Date:	July 2020

About Enable

120,000 local families, businesses, schools, and healthcare and community service providers are now enjoying the benefits of world-class fibre broadband in greater Christchurch. **'Connecting our Community with Unlimited Opportunity'** is Enable's purpose. This is being realised today with the people of Christchurch enjoying unprecedented access to global markets, services and customers; connecting with each other and the world in exciting new ways; benefitting from advancing online community services; and making the most of digital learning opportunities. The critical role of fibre broadband has been clear through the COVID-19 crisis and Enable and our services are set to play a huge role in the Christchurch's social and economic growth as we move beyond this crisis and into future embracing the Internet of Things, Smart City and Artificial Intelligence.

Enable is 100 percent owned by the people of Christchurch, through the Christchurch City Council. We strive to operate our business in a sustainable way and are working towards achieving lower emissions and waste. In addition, we are committed to reducing the digital divide with a vision of ensuring more people can participate in and benefit from broadband connectivity and online opportunities.



Purpose of this Role

The primary focus is to establish and implement the network designs optimising network utilisation in accordance with standards and subsequent recording, including:

- Liaising with internal Project Manager, Sales & Marketing, Network Operations, Developers and Councils to design the network including any Greenfields areas
- Forward thinking capacity management and identification
- Creation of applicable documentation
- Creation Bill of Materials and estimate costing for projects
- Managing workloads efficiently
- Cost control
- Records management
- Operational guidance on L0/L1 network
- Minor works project management - Life cycle management of tasks from inception to completion
- Asset management across the network

Key Relationships		
Within Enable:	<ul style="list-style-type: none"> → Design team → Sales and Marketing team → Network Operations team → Wider Business 	
Major External Contacts:	<ul style="list-style-type: none"> → Third Parties – i.e. Developers, Architects → Customers → Contractors → Councils – Christchurch City Council – Selwyn DC – Waimakariri DC 	
Key Dimensions of Role		
Number of Reports:	→ Nil	
Expenditure Authority:	→ Nil	
Other: (e.g. Sales Revenue / Margin Target / Volume Indicators etc.)	→ N/A	
Decision Making Authority		
Decisions Expected:	<ul style="list-style-type: none"> → Standards to be applied to the design, deployment and maintenance of agreed architectures and technologies. → Designed to current network requirements with alterations to be made to best fit network deployment methodologies → Network recorded accurately → Develop and implement customer solutions → Health and Safety actions to ensure compliance → Network risks actioned to ensure network performance 	
Recommendations Expected:	<ul style="list-style-type: none"> → Cost and performance analysed, best practices (minimised costs to achieve required reliability standards) on agreed network technologies → Advice to other business areas on standards to apply to new technology introductions. → Identify additional requirements for network extensions and capacity management → Proactive product changes to reduce cost and improve reliability of the network → Contractor methods and practices to be specified in future contracts → Issues outside of defined accountabilities → Improvements to strategy and policy frameworks. 	
Key Responsibilities – Network Delivery		
Business Outcome:	Key Responsibilities:	KPI:
Design of Fibre Network	<ul style="list-style-type: none"> → Optimal network solutions scoped/designed and forwarded to contractor for implementation. → Identification of network capacity issues → Relevant technical and financial approvals obtained from key stakeholders as directed by current policy and procedure. → Customer requirements provided for - on time, within costs and to standard → Consents requested for projects requiring Property, RMA, Local Body, etc. approvals. 	<ul style="list-style-type: none"> → Scope/Design meet customer & company requirements → No rework. → No network not available for provision → Standards and procedures adhered to → Project/Work effectively and efficiently project managed through to outcome, on time,

	<ul style="list-style-type: none"> → Projects/Work managed through to completion of outcome. → All records updated in alignment with company standards and procedures. → All handovers completed in alignment with company standards and procedures. → All standards, processes and procedures adhered to. → Investigative design (lowest lifetime cost solutions) performed. → Capex control → Provide appropriate levels of technical expertise to other groups as necessary → Report on performance. → Manage partnership with contractors to jointly improve processes. → Liaise with industry peers to facilitate process improvement opportunities. 	<ul style="list-style-type: none"> within costs, to scope and quality → Project/Work handed over to standard. → No unauthorised Project spend → All records associated with project/work are updated within 1 month of project completion. → All works are carried out in a manner that ensures capex controls are maintained. → All projects/works comply with statutory requirements → All project reports prepared and submitted monthly in alignment with business rules and procedures.
Network Managed	<ul style="list-style-type: none"> → Operate plant identification processes. 	<ul style="list-style-type: none"> → No service disruption due to network change → Network performance understood and actions implemented as necessary → Network Standards adhered to
Develop Standards	<ul style="list-style-type: none"> → Participate to best practise benchmarks to facilitate the achievement of lowest life time costs → Operate electronic/automated design tools in conjunction with equipment vendors → Prepare Standards to meet customer requirements of content, quality, costs and timeliness → Ensure development, review and ongoing maintenance of Network Standards → Ensure implementation of all agreed Quality Strategies, Standards, Processes and Systems 	<ul style="list-style-type: none"> → Best practises established as directed. → Standards produced to required format and quality as directed. → Standards maintained as directed. → Operational rules sets created to manage the network
Provide Technical Expertise	<ul style="list-style-type: none"> → Provide technical expertise to ensure optimal Network performance at all times. → Represent Company on technical issues to external professional bodies, other organisations, community groups and customers where requested. → Ensure development/revision of technical issues in alignment with business direction. → Participate in the development/revision of technical issues in alignment with company standards. → Keep up to date with area of expertise. → Perform investigative design (lowest lifetime cost solutions) and recommendations made 	<ul style="list-style-type: none"> → Expertise maintained to required levels → All technical issues resolved in required timeframe. → Network established in alignment to world’s best practice → Expertise provided in solving customer needs

This position description is not intended to be a complete or limiting description of the functions that may reasonably be requested to undertake.

Key Responsibilities – Network Records		
Business Outcome:	Key Responsibilities:	KPI:
Reporting	<ul style="list-style-type: none"> → Analyse business requirements to develop innovative technical reporting solutions. → Utilise network data to manage capacity → Respond to inquiries and issues relating to network infrastructure. → Create information in a GIS environment to share with other entities → Work with internal projects teams to ensure engineering requirements are represented. → Produce reporting regime to report on network capacity from a GIS perspective 	<ul style="list-style-type: none"> → Identify cost/time saving initiatives. → Analyse inquiry and find a resolution. → Produce regular reports and identify trends. → Ensure work reaches appropriate team and is completed. → Find a resolution and ensure it is communicated back effectively. → Report requirements to project teams and ensure they are included as part of the delivery.
Records Management	<ul style="list-style-type: none"> → Record all requests being received by the engineering team. → Analyse and resolve requests for updates to GIS records. → Work with external parties to ensure address records are up to date. → Assist with updating Gtechnology data where required. → Retrieval of records and data from GIS/Gtechnology. → Update the engineering section of Enable Networks SharePoint system. 	<ul style="list-style-type: none"> → Records to be searchable by all team members. → Investigate all requests for updates and process those with sufficient information. → Communicate with external parties to update records. → Input accurate data as per company standards.
As-Built Network	<ul style="list-style-type: none"> → Record network as per requirements → Process manual customer connections and record within GIS environment 	<ul style="list-style-type: none"> → Record accurately network within a GIS Environment
Provide Technical Expertise	<ul style="list-style-type: none"> → Provide technical expertise to ensure optimal records performance at all times. → Represent Company on technical issues to external professional bodies, other organisations, community groups and customers where requested. → Ensure development/revision of technical GIS issues in alignment with business direction. → Participate in the development/revision of GIS technical issues in alignment with company standards. → Keep up to date with area of expertise. 	<ul style="list-style-type: none"> → Expertise maintained to required levels → All technical issues resolved in required timeframe. → GIS records established in alignment to world’s best practice → Expertise provided in solving customer needs
Other Relevant Information		
Health, Safety and Wellness:	<ul style="list-style-type: none"> → Demonstrate a commitment to continually improving health, safety and wellness performance. → Allocate the necessary human and financial resources to achieve strategic goals. 	

Continuous Improvement:	<ul style="list-style-type: none"> → Seek out ways to continuously improve and own the experience by taking charge and making great happen. → Participate enthusiastically and positively in improvement initiatives.
Statutory / Compliance Responsibilities:	<ul style="list-style-type: none"> → Safeguard Enable from legal/reputation risk by complying with all relevant statutory, regulatory, contractual and legal requirements and standards. → Comply with all of Enable’s requirements and policies including the enforcement of internal controls and delegated authority rules. → Know and monitor compliance and advise the CEO and General Counsel on any risk and ensure agreed mitigation plans are in place and actioned.
Person Specification	
Formal Education	<ul style="list-style-type: none"> → Tertiary qualification, BE or NZCE desirable but not essential or equivalent in experience
Specialist Training and Experience	<ul style="list-style-type: none"> → The use of AutoCad software to competent level to undertake design drawing → The use of Geospatial software to record network designs → Extensive utility design experience, ideally in fibre optics and civil engineering → Project and contract management experience
Specific Knowledge, Skills and Attributes	<ul style="list-style-type: none"> → Familiar with specifications of different cable types and roadside cabinet equipment, and particularly fibre optic cable and technology. → Demonstrable experience working with design and GIS software and literacy/numeracy skills required to complete relevant job-related paperwork. → Excellent process delivery and organisation skills, with an understanding of technical jargon and practices, and prior experience in construction, utilities or engineering environment. → Minor works project management experience → Experience in dealing with customers → Ability to work well in a small team