

# POSITION DESCRIPTION



<b>Position Title:</b>	GIS Designer
<b>Reports To:</b>	Network Engineering Manager
<b>Location</b>	Christchurch
<b>Date:</b>	January 2018

<b>Enable Overview</b>	<p>We're building the fibre broadband network for around 180,000 homes, businesses and schools in Christchurch and surrounding areas. It is a part of the Government's ultra-fast broadband (UFB) initiative, a nationwide project that, when complete, will place New Zealand amongst the leading countries in the world for access to fibre broadband.</p> <p>Enable is playing a vital role as our city rebuilds – our fibre connectivity sits at the heart of our vision for a city built for the future. Our purpose statement, that was created by our people, is 'Connecting our Community with Unlimited Opportunity'. We believe that with access to fibre broadband and the opportunities it unlocks, the people of Christchurch will gain unprecedented access to global markets and services, and connect with each other in exciting new ways, while also being a key enabler in advancing community services and the way we learn.</p> <p>Enable cares for their employees by offering a number of benefits and services, including: a social club, access to N3 trade cards, confidential counselling and support, discounted CCC gym memberships, discounted broadband packages, 'BNZ Work Perks', onsite massages and much more.</p> <p>More information about Enable is available from <a href="http://www.enable.net.nz">www.enable.net.nz</a></p>
<b>Primary Function of the Role:</b>	<p>The primary focus is to establish and implement the network designs optimising network utilisation in accordance with standards and subsequent recording, including:</p> <ul style="list-style-type: none"><li>• Liaising with internal Project Manager, Sales &amp; Marketing, Network Operations, Developers and Councils to design the network including any Greenfields areas</li><li>• Forward thinking capacity management and identification</li><li>• Creation of applicable documentation</li><li>• Creation of Bill of Materials and estimate costing</li><li>• Heavy involvement in the city re-build efforts</li></ul>
<b>Key Relationships:</b>	<p>The role requires close working relationships with the following stakeholders:</p> <p><b>Within Enable:</b></p> <ul style="list-style-type: none"><li>• Design team</li><li>• Sales and Marketing team</li><li>• Network Operations team</li><li>• Wider Business</li></ul>

	<b>Major External Contacts:</b> <ul style="list-style-type: none"> <li>• Third Parties – i.e. Developers, Architects</li> <li>• Customers</li> <li>• Contractors</li> <li>• Councils – Christchurch City Council – Selwyn DC – Waimakariri DC</li> </ul>
<b>Key Dimensions of the Role</b>	<b>Staffing:</b> <ul style="list-style-type: none"> <li>• No direct reports</li> <li>• No budget / OPEX / CAPEX</li> </ul>
<b>Decision Making Authority</b>	<b>Decisions Expected:</b> <ul style="list-style-type: none"> <li>• Standards to be applied to the design, deployment and maintenance of agreed architectures and technologies.</li> <li>• Designed to current network requirements with alterations to be made to best fit network deployment methodologies</li> <li>• Develop and implement customer solutions</li> <li>• Health and Safety actions to ensure compliance</li> <li>• Network risks actioned to ensure network performance</li> </ul> <b>Recommendations Expected:</b> <ul style="list-style-type: none"> <li>• Cost and performance analysed, best practices (minimised costs to achieve required reliability standards) on agreed network technologies</li> <li>• Advice to other business areas on standards to apply to new technology introductions.</li> <li>• Identify additional requirements for network extensions and capacity management</li> <li>• Proactive product changes to reduce cost and improve reliability of the network</li> <li>• Contractor methods and practices to be specified in future contracts</li> <li>• Issues outside of defined accountabilities</li> <li>• Improvements to strategy and policy frameworks.</li> </ul>

Business Outcome	Key Responsibilities	KPI
<b>Design of Fibre Network</b>	<ul style="list-style-type: none"> <li>• Optimal network solutions scoped/designed and forwarded to contractor for implementation.</li> <li>• Identification of network capacity issues</li> <li>• Relevant technical and financial approvals obtained from key stakeholders as directed by current policy and procedure.</li> <li>• Customer requirements provided for - on time, within costs and to standard</li> <li>• Consents requested for projects requiring Property, RMA, Local Body, etc. approvals.</li> <li>• Projects/Work managed through to completion of outcome.</li> <li>• All records updated in alignment with company standards and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Scope/Design meet customer &amp; company requirements</li> <li>• No rework.</li> <li>• No network not available for provision</li> <li>• Standards and procedures adhered to</li> <li>• Project/Work effectively and efficiently project managed through to outcome, on time, within costs, to scope and quality</li> <li>• Project/Work handed over to standard.</li> <li>• No unauthorised Project spend</li> </ul>

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

<p><b>This position description is not intended to be a complete or limiting description of the functions that may reasonably be requested to undertake.</b></p>	
<b>Key Challenges for the Position:</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Other Relevant Information:</b>	
<b>Health and Safety:</b>	<ul style="list-style-type: none"> <li>• Take personal responsibility for your health, safety and wellness.</li> <li>• Overtly demonstrate that you live the value of caring for each other, our community and the environment".</li> </ul>
<b>Continuous Improvement:</b>	<ul style="list-style-type: none"> <li>• Seek out ways to continuously improve and own the experience by taking charge and making great happen.</li> <li>• Participate enthusiastically and positively in improvement initiatives.</li> </ul>
<b>Statutory / Compliance Responsibilities</b>	<ul style="list-style-type: none"> <li>• Safeguard Enable from legal/reputation risk by complying with all relevant statutory, regulatory, contractual and legal requirements and standards.</li> <li>• Comply with all of Enable's requirements and policies including the enforcement of internal controls and delegated authority rules.</li> <li>• Know and monitor compliance and advise the CEO and General Counsel on any risk and ensure agreed mitigation plans are in place and actioned.</li> </ul>

## Person Specification

<b>Formal Education:</b>	<ul style="list-style-type: none"> <li>Tertiary qualification, BE or NZCE desirable but not essential or equivalent in experience</li> </ul>
<b>Specialist Training and Experience:</b>	<ul style="list-style-type: none"> <li>The use of AutoCad software to competent level to undertake design drawing</li> <li>The use of Geospatial software to record network designs</li> <li>Extensive utility design experience, ideally in fibre optics and civil engineering</li> <li>Project and contract management experience</li> </ul>
<b>Specific Knowledge, Skills and Attributes:</b>	<ul style="list-style-type: none"> <li>Familiar with specifications of different cable types and roadside cabinet equipment, and particularly fibre optic cable and technology.</li> <li>Demonstrable experience working with design and GIS software and literacy/numeracy skills required to complete relevant job-related paperwork.</li> <li>Excellent process delivery and organisation skills, with an understanding of technical jargon and practices, and prior experience in construction, utilities or engineering environment.</li> <li>Experience in dealing with customers</li> <li>Ability to work well in a small team</li> </ul>
<b>Value Behaviours expected when working for Enable:</b>	<p>Living a common set of values that support our purpose and our promise, which is to connect our community with unlimited opportunity and accelerate connectedness, ensuring our customers never stop getting more out of life.</p> <p>We achieve this by:</p> <p><b>Smashing Boundaries</b> We strive to work together to create bold new outcomes, and never give up.</p> <p><b>Keeping it Simple and Fresh</b> We understand that complexity and stale thinking are our enemy, and keep this front of mind.</p> <p><b>Owning the Experience</b> We actively take charge and make great happen.</p> <p><b>Showing the Love</b> We demonstrably care for each other, our customers, community and environment.</p>