

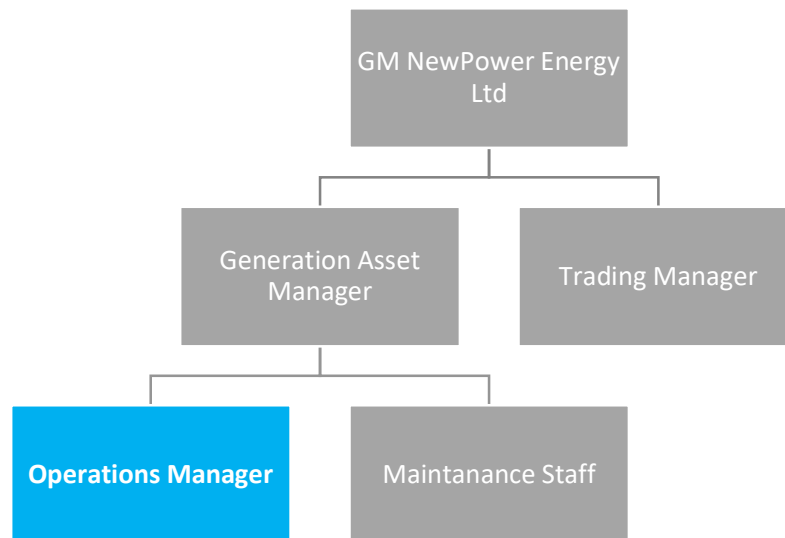
POSITION DESCRIPTION

Position title:	Operations Manager		
Reports to:	Generation Asset Manager		
Group:	NewPower Energy	NewPower Energy Services Limited (NESL)	
Revision (m/y):	11/2024	Date:	2 December 2024

PURPOSE

To ensure the efficient operation of NewPower’s generation assets. This includes responsibility for the routine day to day activities of running the two gensets, Rotohiko BESS, Naumai Solar and future assets with the associated work involved in administration and governance.

REPORTING STRUCTURE



RESOURCE ACCOUNTABILITIES

Staff Numbers	Nil
Operating Budget	TBC
Capital Budget	Nil
Expense Authority	TBC

PERFORMANCE OUTPUTS

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
NESL Values	At all aspects of work, seeks to uphold, deliver on, and improves on the Companies values; <ul style="list-style-type: none"> • Passion • Tenacity • Innovation • In it together 	<ul style="list-style-type: none"> • Demonstrate NESL's core Values
NEL BESS, Solar and Genset Assets	<ul style="list-style-type: none"> • Ensure efficient operation of generation assets • Monitor the maintenance and repairs associated with the company's generation assets • Responsible for the weekly gas nominations for the genset fuel • Liaise with the Trading Manager to support the monitoring of the wholesale electricity prices, making decisions to optimise the operation of the company's generators 	<ul style="list-style-type: none"> • Asset performance measures • Asset reliability measures
General business operation	<ul style="list-style-type: none"> • General management of the operating company's day to day business • Produce reports as required to meet operation, company reporting and compliance requirements 	<ul style="list-style-type: none"> • Agreed business performance measures • Feedback • Timeliness • Monthly reports are completed

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
Contracts and agreements	<ul style="list-style-type: none"> • Manage contracts with WEL Services and WEL System Control (SysCon) • Administer the Gas Supply Agreement and the Electricity Supply Agreement between OHL and Matahio Energy 	<ul style="list-style-type: none"> • Contract currency • Regulatory compliance • Quality of stakeholder relationships
Asset Management - NewPower Energy (NEL)	<ul style="list-style-type: none"> • Ensure NEL assets meet or exceed their key performance indicators • Undertake initiatives to reduce waste and improve asset efficiency, performance, and utilisation • Ensure that day-to-day maintenance activities are planned and delivered • Management of work control procedures (SM-EI and Staylive) • Ensure that contractor maintenance activities are recorded in the Asset Management System (Mainpac) • Tracking expenses and overseeing the maintenance budget • Support asset handover from Infratec projects to NewPower operations • Ensure ongoing accuracy of asset condition and service histories • Development of processes and procedures 	<ul style="list-style-type: none"> • Meets or exceed asset performance KPIs • Initiatives proposed, implemented and improvements realised • Maintenance delivered as planned • Records are current and correct • Handovers successfully achieved
Asset Management - Lodestone Energy (LEL)	<ul style="list-style-type: none"> • Provide contract and asset management support to the Generation Asset Manager 	<ul style="list-style-type: none"> • Maintenance delivered as planned • Records are current and correct

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
	<ul style="list-style-type: none"> • Support delivery of the Lodestone Facilities Contract as directed. 	<ul style="list-style-type: none"> • Handovers successfully achieved
<p>To participate in projects and provide cross-company support</p>	<ul style="list-style-type: none"> • NewPower is a small company and relies upon individuals to provide their skills outside of their "BAU", to: <ul style="list-style-type: none"> ○ collaborate and assist with others across the Company; ○ undertake special projects for NewPower when required; and ○ undertake continuous improvement projects as and when required. 	<ul style="list-style-type: none"> • Company success measures • Achievement of agreed project measures
<p>Health and Safety</p>	<ul style="list-style-type: none"> • Ensure company policies and procedures are followed • Implement and manage the onsite health, safety and wellbeing plan and ensure contractor compliance • Monitor contractor Health and Safety (H&S) performance against the contractors H&S plan and site requirements • Report all accidents, incidents and near-misses and assist in any accident or incident investigations • Identify, record and manage all known significant hazards • Be an active participant in the organisations Health and Safety practices • Contribute to the Health and Safety culture within the organisation 	<ul style="list-style-type: none"> • Strong "safety" culture within the team • NewPower's health and safety policies and procedures are adhered to always • Safety of other staff members and general public a key focus at all times

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
	<ul style="list-style-type: none"> As requested, to help with audits of sites to monitor compliance to NewPower / client H&S requirements 	
Engagement with others	<ul style="list-style-type: none"> Engage within the business and with community / external stakeholders in a way that supports NewPower and its goals Management of relationships with contractors and suppliers 	<ul style="list-style-type: none"> Internal relationships are sound NewPower's reputation is enhanced in the community

Employees are expected to carry out such other duties and responsibilities as may be requested from time to time by their manager which are generally consistent with the objectives of the position.

PERSON SPECIFICATION

Qualifications	Essential	<ul style="list-style-type: none"> An appropriate tertiary level qualification
	Desirable	<ul style="list-style-type: none"> Registered Electrician with current practising certificate
Experience	Essential	<ul style="list-style-type: none"> Electrical Industry knowledge Sound commercial knowledge Mechanical engineering knowledge Technical proficiency in energy related assets An understanding of the Energy market and industries
	Desirable	<ul style="list-style-type: none"> Relevant experience in utilities. Industrial or commercial electrical experience

ROLE SPECIFIC COMPETENCIES

Integrity	<ul style="list-style-type: none"> Demonstrates consistently high integrity, professionalism and business ethics.
Critical thinker	<ul style="list-style-type: none"> Ability to gather a wide range of information, comprehend and provide insight.
Problem solving	<ul style="list-style-type: none"> Analyses issues and breaks them down into their component parts. Makes systematic and rational judgment based on relevant information.
Achievement focused	<ul style="list-style-type: none"> Demonstrates a readiness to make decisions, is resilient and proactive when facing difficult issues, and takes initiative and originate action.

Communication	<ul style="list-style-type: none"> Speaks clearly, fluently and in a compelling manner to both individuals and groups. Writes in a clear and concise manner, using appropriate grammar, style and language for the reader.
Decision making and critical thinking	<ul style="list-style-type: none"> Possesses well developed judgement that enables the effective evaluation of issues and decisions to be made, even with the absence of full information.
Influencing and negotiating	<ul style="list-style-type: none"> Reads situations, articulates points of view, builds trust, and develops relationships that enable positive influencing of people at all levels.
Commercial awareness	<ul style="list-style-type: none"> Understands and applies commercial and financial principles. Views issues in terms of revenue, costs, profits, markets and added value.
Flexibility	<ul style="list-style-type: none"> Successfully adapts to changing demands and conditions.
Teamwork	<ul style="list-style-type: none"> Works co-operatively as part of the team. Actively seeks out and listens to the views and ideas of others.
Leadership	<ul style="list-style-type: none"> Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships.
Business acumen	<ul style="list-style-type: none"> Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, and information affecting his/her business and organisation; knows the competition; is aware of how strategies and tactics work in the marketplace.
Negotiating	<ul style="list-style-type: none"> Negotiates skilfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.