

Position Description

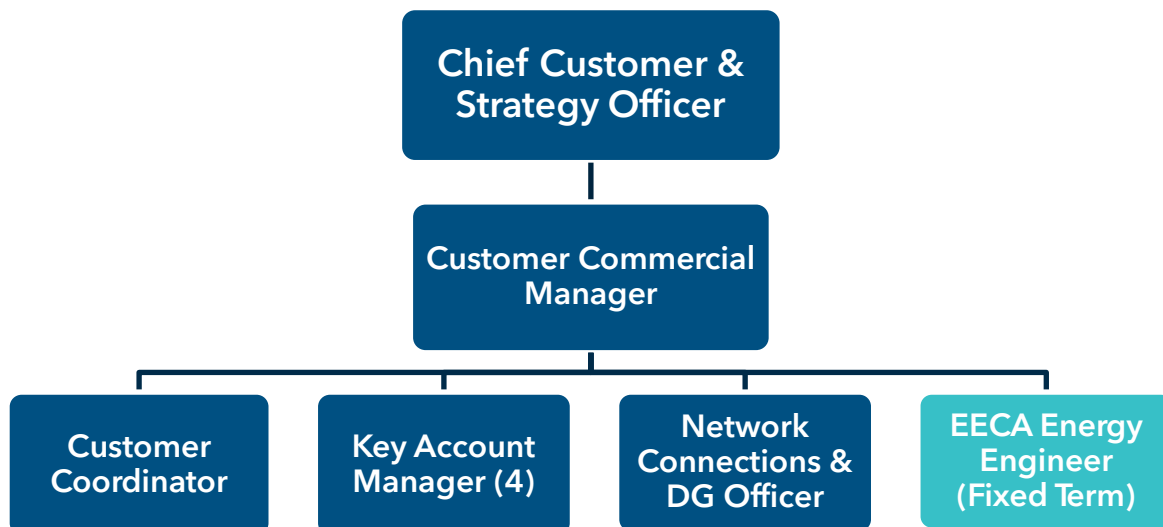
Energy Engineer

Energy Engineer (Fixed-Term)

Position Descriptions are intended to describe the main functions and responsibilities required of the role. Position Descriptions are not to be construed as an exhaustive list of all responsibilities or duties that may reasonably be required of the incumbent in this role. Employees will be expected to perform any duties reasonably requested by the employer. Position Descriptions are subject to review to reflect changing circumstances and may be amended from time to time to take account of the role requirements that evolve over time.

Reporting to:	Customer Commercial Manager
Responsible for:	No direct reports
Position purpose:	The role of Energy Advisor is a fixed term contract to support the Energy Efficiency and Conservation Authority and Alpine Energy. The role will focus on energy efficiency and carbon reduction projects that support medium to large process heat users, including those identified in the RETA report for the South Canterbury region.
Last review date:	February 2025

Where you will fit



Financial Responsibilities

Authorities may change to align with organisation changes to delegations of authority.

- Controls a budget: N
- Maximum that may be spent without reference to manager: \$0
- Jobholder can spend unbudgeted capital: N
- Jobholder is responsible for committing the organisation to long-term contracts: N
- Jobholder signs correspondence for Company: N

Key Relationships

It is a key responsibility that relationships must be built and maintained in such a way as to bring about positive and respectful interactions

External

- EECA
- Other Energy Distribution Businesses (EDBs)
- Customer / clients - in particular process heat users and industrial sites
- Other related institutions such as ENA / flexibility forum
- Local and regional authorities
- Outside agencies including Government departments
- Professional organisations
- Contracting parties

Internal

- Other team members in your department
- Future Energy Specialist
- Chief Customer & Strategy Officer
- Head of Customer Commercial
- Designers
- Engineering & Design team
- Future Network team
- Support team members

Demand-side Site Identifications

You are responsible for

- Conducting thorough electrical demand assessments of industrial sites / process heat users connected to the electricity distribution network
- Identifying opportunities for reducing initial electrification infrastructure / connection cost and ongoing distribution, transmission cost through innovation, efficiency improvements with guidance from senior staff of EDB and other stakeholders such as flexibility service providers including those in the RETA program while avoiding duplication of effort with EECA's energy user clients
- Working with Alpine teams to understand scope and impact of customer work and the long-term plans and pricing needs

You are successful when

- You have engaged with a minimum of 20 commercial/industrial process heat users/demand sites, including those identified in the RETA programme, within the two-year Project
- You have executed electrification readiness checks with at least 15 demand sites
- Industrial process heat users identified in the project have implemented two or more decarbonisation initiatives leading to a reduction of at least 15,000 tonnes of CO₂-e emissions

Technology Integration

You are responsible for

- Undertaking a research initiative focused on emerging technologies associated with industrial and transport electrification initiatives. This may involve exploring cleaner flexibility solutions, advanced control systems, and efficient infrastructure investments

You are successful when

- The initiative is delivered to relevant Alpine teams and potentially broader stakeholders

Data Analysis, Modelling and Reporting

You are responsible for

- Utilising data analytics and modelling tools to analyse energy consumption patterns and 'as found' CO2 contribution, identify areas for optimisation, and simulate the impact of proposed changes on electrification initiatives
- Establishing monitoring systems to track the performance of implemented solutions
- Preparing reports on customer engagement and initiatives (electrification options, possible emission reductions, electricity infrastructure impacts)

You are successful when

- Current and future energy consumption patterns are well understood including the impact of proposed electrification initiatives and prioritised optimisation opportunities
- Regular reporting provided to the Head of Customer Commercial

Stakeholder Engagement

You are responsible for

- Collaborating with industrial clients, transport service providers, and other stakeholders to understand their electrification needs and emission reduction goals
- Improving the visibility of distribution service offerings to customers and stakeholders
- Fostering partnerships with other related institutions such as ENA, flexibility forum and R&D institutions to leverage innovation in the field of electrification. This collaboration can lead to the identification of new technologies and methodologies
- Collaborating with others across AEL to ensure a coordinated approach to any future energy solutions
- Collaborating with Regional Stakeholder where needed to ensure regional outcomes are understood and managed
- Coordinating with EECA to ensure no duplication of effort with EECA's large energy user clients

You are successful when

- You have established strong relationships with customers and stakeholders
- You have mapped the electrification needs and emission reduction goals of relevant stakeholders and developed strategies of how AEL can support with those needs

Training and Education

You are responsible for

- Developing training resources for process heat users and distribution businesses to enhance their understanding of electrification best practices and techniques eg service request forms, education material
- Providing ongoing support and guidance to facilitate the adoption of these practices. Extending this support to neighbouring EDB networks

You are successful when

- Your resources are adopted and supported by process heat users and distribution businesses

Project Support

You are responsible for

- Developing training resources for process heat users and distribution businesses to enhance their understanding of electrification best practices and techniques eg service request forms, education material
- Providing ongoing support and guidance to facilitate the adoption of these practices. Extending this support to neighbouring EDB networks

You are successful when

- Your resources are adopted and supported by process heat users and distribution businesses

Key Milestone Management

You are responsible for

- Providing specific reporting requirements to EECA primary contact as part of the agreement with EECA, who are partially funding this fixed term role. You are responsible for the following reporting milestones and activities.

S1M2	Submit a work plan including developing opportunities in the region and list of potential regional organisations. Note: a work plan will be developed that will have more details of individuals and roles in EECA.	30 May 2025
S1M3	Quarterly report: Update on the implementation of the agreed work plan including initial identification of organisation and progress of each organisation.	31 July 2025

S1M4	Quarterly report: Update on the implementation of the agreed work plan including initial identification of organisation and progress of each organisation.	30 November 2025
S1M5	Complete an energy management training course agreed with EECA	30 November 2025
S1M6	Quarterly and End of Year 1 Report: Update on the implementation of the agreed work plan including initial identification of organisation and progress of each organisation.	31 March 2026
S1M7	Quarterly report: Update on the implementation of the agreed work plan including initial identification of organisation and progress of each organisation.	31 July 2026
S1M8	Quarterly report: Update on the implementation of the agreed work plan including initial identification of organisation and progress of each organisation.	30 November 2026
S1M9	Final report (end year two): Outline of achievements including the status of individual organisation pathway progress and results in decarbonisation achieved.	31 March 2027

You are successful when

- The reporting outcomes are met and agreed to with your manager and communicated to Alpine and EECA.

What You Will Bring:

Education & Qualifications	Essential	Desirable
<ul style="list-style-type: none"> • Degree qualified in engineering, physics, chemistry, or other closely related field. • Current Drivers Licence 	✓	✓
Knowledge, Skills & Experience	Essential	Desirable
<ul style="list-style-type: none"> • Knowledge of the energy sector, including new technologies and innovation. • Knowledge of the Electricity Distribution system and associated equipment. • Strong interpersonal and relationship skills. • Excellent planning and organising skills. • Exceptional written and verbal communication skills. • Takes responsibility for the safety of all 	✓ ✓ ✓ ✓ ✓	✓

What We Expect

Health & Safety

- Actively participating in health and safety (H&S) responsibilities outlined in Alpine's H&S Management Programme
- Following all established work procedures with regard to the requirements for H&S, including the use of PPE
- Identifying and reporting hazards
- Adhering to all H&S practices and rules
- Actively promoting and supporting health and safety, and wellbeing initiatives

Continuous Improvement

- Taking the initiative to improve work practices and to get the best possible outcome
- Looking for opportunities to improve systems, processes and work practices - both within your own position and our company as a whole
- Participate in MBUs, both within in your own team and across AEL

Customer Excellence

- Acting as an ambassador for AEL, going above and beyond to always provide both internal and external customers with exceptional service - approachable, interested and friendly
- Treating everyone with respect - taking time to listen, learn and understand. Problems and complaints are acknowledged, solutions identified and promptly acted upon
- Taking responsibility for the achievement of the organisational levels of service, measures, and targets as they relate to the role

Teamwork

- Working together as one team
- Willingly sharing your knowledge and experience
- Open, honest, considerate, and respectful communication
- Demonstrate positivity and respect and support and care for your colleagues.
- Demonstrate initiative and commitment to team objectives
- Actively participating in group activities
- Being open and receptive to change
- Positive response to requests for assistance from within your own team and other teams; demonstrating adaptability and willingness

Performance & Development

- Taking a full and active role in Performance Development Plan discussions with your manager (prepares, participates, follows through). Identifying and following through on opportunities for personal and professional development
- Demonstrating commitment to up-skilling and further developing specialist knowledge and best practice initiatives
- Participating in training opportunities with an open mind

Civil Defence Emergency Management

- Assisting AEL in preparing for and responding to an emergency
- After establishing the safety of members of your household, you may be assigned duties to assist AEL in an emergency

Personal Accountability

Being a positive role model and promoting AEL favourably.

- Be approachable, personable, willing, and consistent
- Contribute proactively through empowering our communities
- Work within and contribute to all AEL policies and standards

Other Duties

Occasionally you may be required to undertake duties in addition to those outlined, but of which fall within your capabilities and experience.

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



Our Vision

Empowering our Community



Our Purpose

We deliver secure and reliable energy while innovating for our future

Our Values



Safety

We value health & safety always



Integrity

We are honest and sincere; we mean what we say and say what we mean



Accountability

We accept responsibility

All built on a foundation of RESPECT

Manager

Date

Position Holder

Date