



POSITION DESCRIPTION

Role Title:	Commercial Analyst
Reports To:	Commercial Manager
Direct Reports:	Nil
Location:	Invercargill

POWERNET

Our Purpose: Safe | Efficient | Reliable: Power to Communities

<p>Our Critical Success Factors</p> <ul style="list-style-type: none"> • Safety Always • Customer Focus • Continuous Improvement • Passionate Empowered People • Courageous Leadership 	<p>Our Values</p> <ul style="list-style-type: none"> • Up Front and Honest • Make a Difference • Do It Once, Do It Right • Back Each Other • Take Positive Action
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PURPOSE OF THE COMMERCIAL ADMINISTRATOR ROLE

Reconciliation, analysis and revenue control for the commercial aspect of PowerNet

<p>CRITICAL SUCCESS FACTORS</p> <ul style="list-style-type: none"> • Confidentiality and discretion • Attention to detail • Proactive and innovative • Unified teamwork • Solid communication skills
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KEY RELATIONSHIPS

<p>Internal</p> <ul style="list-style-type: none"> • Senior Leadership Team • Finance Team • Customer & Metering Services Manager • Customer Project Manager 	<ul style="list-style-type: none"> • Reporting • Conversational, liaison, reporting • Conversational technical advice, liaison • Technical advice 	<ul style="list-style-type: none"> • Monthly • Daily • Weekly • Weekly
<p>External</p> <ul style="list-style-type: none"> • Energy Retailers and Generators • Individual Customers • Industry Regulators • Auditors 	<ul style="list-style-type: none"> • Liaison, business relationship • Liaison, technical advice, negotiating • Reporting • Reporting, liaison 	<ul style="list-style-type: none"> • Daily • Weekly • Yearly • Yearly



KNOWLEDGE AND EXPERIENCE, SKILLS AND ATTRIBUTES REQUIRED

Essential Criteria

Qualifications required:

- Advanced Excel spread sheeting and database development
- Relevant tertiary level qualification
- Full Class 1 Drivers Licence

Preferred Criteria

Qualifications required:

- NCEA level 3 or greater
- Minimum five years' work experience

Experience Knowledge and Skills

- Experienced user of Microsoft Office applications
- Industry knowledge preferred
- Ability to show initiative

Attributes:

- Proactive
- Self-starter
- Innovative
- Enthusiastic
- Flexible
- Success oriented
- Highly developed interpersonal communication skills
- Absolute discretion and ability to retain confidentiality in relation to all matters

AUTHORITY LEVELS	ACTIVITY	CRITERIA
Financial	<ul style="list-style-type: none"> • Authority to commit routine expenditure • Freedom to utilise and purchase materials 	<ul style="list-style-type: none"> • Within delegated authority
Contractual	<ul style="list-style-type: none"> • Limited contractual authority 	<ul style="list-style-type: none"> • Within delegated authority and with approval of Manager
Staffing	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> •

I am responsible for	What is expected of me
Revenue Management	<ul style="list-style-type: none"> • Line Charge (revenue) calculations (retailer billings) • Calculate monthly line charges for Energy Retailers, End-Use Customers and Embedded Generators
Revenue Protection	<ul style="list-style-type: none"> • Line Charge Revenue review • Assess ICP eligibility to current tariffs • Process retailer requests for low user tariff



	<ul style="list-style-type: none"> Continually monitor all aspects of revenue to identify improvements
Capacity	<ul style="list-style-type: none"> Network capacity changes and Capacity Guarantee Agreements Notify Energy Retailers of capacity changes on the networks Calculate and execute all Capacity Guarantee Agreements for customers with increased load over 100kVA Meet, liaise and negotiate agreements from a commercial aspect with new and increased capacity individual consumers
Reconciliation of Broadpectrum Accounts	<ul style="list-style-type: none"> Reconcile the monthly Broadpectrum accounts Reconcile all energy conveyed through the networks carrying out all appropriate checks from all sources
Regulatory Compliance	<ul style="list-style-type: none"> Assist the Senior Commercial Analyst with Performance measures and statistics for statutory and regulatory requirements Assist in the preparation of information required to meet regulatory and statutory disclosure requirements including: <ul style="list-style-type: none"> Low fixed charge compliance, Pricing methodology disclosure Customer consultation processes Price path and quality thresholds Information disclosure requirements
Prudential Security	<ul style="list-style-type: none"> Use of System/Service Delivery Agreements Monitor and calculate retailer prudential security levels and maintain a register of the levels Calculate quarterly interest payments
Reporting	<ul style="list-style-type: none"> Line charge billing and pricing reporting Maintain and update monthly line charge billing data into summary spreadsheets for reporting purposes.
Other Duties	<ul style="list-style-type: none"> Undertake such other responsibilities as may be reasonably required from time to time Take on additional duties willingly when asked. Look for additional work when not busy Support others whenever possible Am willing, participative and responsive in emergency situations



Success Factors	What success looks like
Safety Always	<ul style="list-style-type: none"> • You and the others you interact with, go home unharmed by choosing safer behaviours • If something goes wrong, you report it immediately • You are adopting the new safety requirements with an open mind set
Efficiency and Reliability	<ul style="list-style-type: none"> • You are ready to do your tasks • Stepping forward to be self sufficient • Set up with the right equipment and organised • You look for ways to get the job done rather than talking about why you can't do it
Customer Focus	<ul style="list-style-type: none"> • Build strong relationships with all customers/clients and employees • Provides a service to our customers that go beyond their expectations • Identify any opportunities that may benefit our customers
Continuous Improvement	<ul style="list-style-type: none"> • You make suggestions and identify ways to make things better • Stay involved to make it happen • You bring ideas and contribute to the final decision • Avoid the trap of expecting others to solve your problems • You bring an open mind set to change
Courageous Leadership	<ul style="list-style-type: none"> • Your behaviour reflects the Company's vision and values • Lead from the front in health and safety practices • Bring new ideas to develop our business • Assist in providing a culture within PowerNet we can all be proud of

Note: The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager and may be included in performance review accountabilities.

Incumbent: _____

Date: _____