

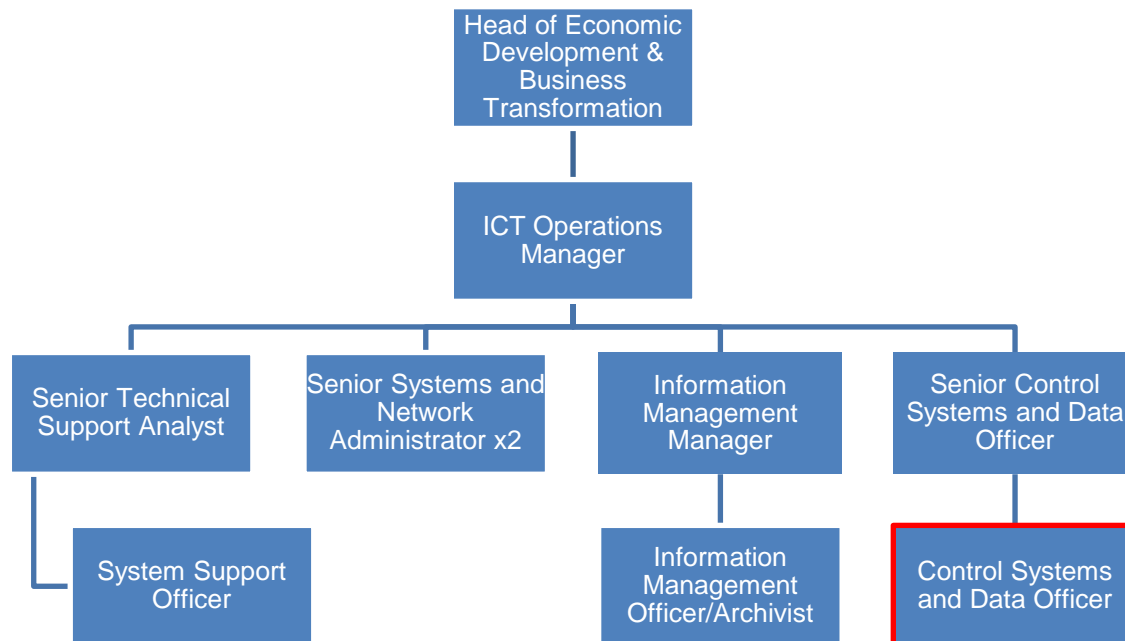
CONTROL SYSTEMS AND DATA OFFICER

POSITION DESCRIPTION

POSITION INFORMATION

Group	Business and Technology
Team	Information Communication Technology (ICT)
Reports to	Senior Control Systems and Data Officer
Direct Reports	0
Primary Location	111 Heuheu Street office, district wide water and wastewater pump stations and treatment plants. Mobile between various Council Offices and around the District to fulfil key tasks
Financial Authority	Nil

TEAM STRUCTURE



POSITION PURPOSE

Ensure the reliable and efficient support and maintenance of the Councils SCADA/Telemetry and associated network communication's systems to assist with Councils daily operations and compliance and informed decision making.

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Daily operations and support	<ul style="list-style-type: none"> SCADA/Telemetry systems including control hardware and communications networks are highly available and support compliance requirements Systems are secure and appropriate security levels applied to approved users. Provide support service (first point of call, responding on site) for any communication network issues, control hardware and SCADA issues. Liaise with SCADA suppliers, electrical contractors and systems integrators as required. Communicate with users, suppliers and contractors on matters related to SCADA, telemetry, control and instrumentation projects, upgrades, commissioning, and scheduled shutdowns. Ensure staff and contractors are trained and updated on the relevant system, standards, processes and procedures. Daily system checks are performed to ensure availability, security and early identification of potential issues
Account management and system support	<ul style="list-style-type: none"> Support and maintain the SCADA systems server and desktop environments to ensure systems remain up to date and secure (database optimisation, operating system patches, application patches and upgrades, antivirus signatures) Ensure hardware and software systems are up to date, supported, optimised and provide maximum availability and scalability Maintain relationships with hardware and software vendors, systems integrators, acting as a point of contact for license renewals, support and escalation. Equipment is upgraded as scheduled
Planning and development	<ul style="list-style-type: none"> Ensure the reliable and efficient development, maintenance and operation of the SCADA/Telemetry systems and associated network communications systems including but not limited to control hardware, software application, alarm systems, database configuration and maintenance and system and data backups. Assist with the development of standards, processes and procedures to ensure the optimised operation of the SCADA/Telemetry, control and data systems Provide technical expertise and advice to assist in the selection, design, procurement and implementation of new systems, projects, upgrades, modifications and improvements, ensuring strategic alignment and standards compliance Assist in the development, maintenance and testing of Business Continuity and Disaster Recovery plans with relevant infrastructure and operations teams

Responsibility	Key Functions/outcome
Records and Reporting	<ul style="list-style-type: none"> Ensure accuracy of information/records in systems adopted by the department/organisation. Produce accurate reports as required for managers and/or SLT
Health & Safety and Wellbeing	<ul style="list-style-type: none"> Model a culture of safety and wellbeing for your staff (if in a Supervisor/Manager position) Take responsibility for your own health and safety Ensure your own actions keep self and others safe Identify, report and assist to eliminate hazards/risks in work place Participate in local work place safety management practices Participate in workplace wellbeing initiatives Ensure compliance under Health and Safety at Work Act 2015
Project Management	<ul style="list-style-type: none"> Undertakes projects and/or other initiatives that may be assigned by the manager or SLT
Emergency Management	<ul style="list-style-type: none"> Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> Water and wastewater teams Asset Managers Engineers Monitoring and compliance officer Project Managers 	<ul style="list-style-type: none"> Electrical contractors SCADA and Telemetry systems integrators Software suppliers Hardware suppliers

VISION

“Making a better life for you and your families. We’re in this together – let’s make it work!”

VALUES

Kia kōtāhi mai – We’re in this together

Unite

Connect

Deliver

Kōtahitanga

Six key behaviours summarises how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Qualification in Information Technology specialising in database administration and data analysis and/or relevant industry experience • Relevant industry experience in IT and industrial network administration 	<ul style="list-style-type: none"> • Qualification in Industrial Process Automation or equivalent • Qualification in Industrial communications or equivalent

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> • Self-motivated and can work without supervision • Willing to take responsibility • Ability to analyse and interpret complex technical information • Ability to investigate and solve complex issues • Act quickly and decisively in a crisis • Attention to detail and accuracy • Adaptable to changing work priorities 	

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Extensive experience supporting modern SCADA systems • Extensive experience working with different communication technologies including radio technology and cellular systems • Working knowledge of control and instrumentation technologies including PLCs, RTUs, weather stations, flow meters, data loggers, utility facilities, alarm systems, solar technology, electrical and electronic circuits • Sound understanding of different industrial communications protocol (Modbus, DNP3, RS485, RS-485, OPC) • Sound understanding of networking (OSI layers 1-7) • Industrial SQL database maintenance, administration and reporting • Data analysis and reporting skills • Working knowledge of system and data security and application of appropriate security access • Writing skills to maintain technical and user documentation 	<ul style="list-style-type: none"> • Experience supporting Wonderware System Platform, Wonderware InTouch • Experience working on Allen Bradley PLCs, Schneider and QTech RTUs • Working knowledge of government legislation and standards (e.g. Drinking water standards NZ) • Working knowledge of engineering (water, wastewater, storm water) processes • Working knowledge of resource consent conditions as it relates to telemetry, data and reporting • Project management skills • Understanding of Enterprise Architecture • Asset management systems experience • Control and SCADA systems Integration

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		