



**SYSTEMS / PIPELINE CONTROLLER**

**JOB & PERSON SPECIFICATION**

**SEPTEMBER 2018**

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<b>ROLE TITLE:</b> System / Pipeline Controller		<b>REPORTS TO:</b> System Control Manager
<p><b>ORGANISATIONAL OVERVIEW:</b></p> <p><b>Our Core Purpose:</b> <i>Bringing energy to the community</i></p> <p><b>Our Vision, or 'Ideal'</b> <i>Best Infrastructure company linking Australia</i></p> <p><b>Our Culture – we aspire to:</b></p> <ul style="list-style-type: none"> <li>▪ Be creative, think beyond</li> <li>▪ Be brave, speak up</li> <li>▪ Be a team, deliver together</li> <li>▪ Be mindful, we care</li> </ul> <p>SEA Gas is a gas transmission business based in Adelaide, which owns and operates the SEA Gas pipeline (connecting Port Campbell, Victoria, to Adelaide, South Australia) and the Mortlake Pipeline (connecting Iona to Mortlake, Victoria). The pipeline system delivers gas to gas fired power stations and to meet industrial, commercial and domestic needs in Adelaide, Victoria and regional centres.</p> <p>The organisation manages, operates and maintains approximately 800km of high pressure natural gas pipelines, two compressor stations and receipt and delivery facilities.</p>		<p><b>FUNCTIONAL OVERVIEW:</b></p> <p>The System Controller reports to the System Control Manager, who in turn reports to the Head of Operations. The System Controller works as part of the System Control team to meet the objectives of the organisation. The role is responsible for all Pipeline Control aspects of the Assets in order to maintain security of gas supply and ensure gas is delivered in accordance with transportation agreements.</p> <p><b>TEAM OVERVIEW:</b></p> <p>The purpose of the System Control Team is to provide pipeline monitoring and Control and Field Operations monitoring services for the Assets:</p> <ol style="list-style-type: none"> <li>(a) in compliance with all SEA Gas safety and environmental policies, procedures, plans and practices;</li> <li>(b) in compliance with applicable standards and contractual, statutory and licensing requirements;SCD</li> <li>(c) effectively and efficiently.</li> </ol> <p>The work of the System Control Team shall include:</p> <ul style="list-style-type: none"> <li>▪ SCADA monitoring</li> <li>▪ Scheduling and monitoring gas flow</li> <li>▪ Market reporting</li> <li>▪ Reliability reporting</li> <li>▪ Incident and emergency response</li> <li>▪ Responding to changing conditions and alarm</li> <li>▪ Journey Management</li> <li>▪ Permit to Release Authority</li> <li>▪ Permit Issuing</li> <li>▪ GUF1</li> <li>▪ Capacity Analysis</li> <li>▪ Field communications</li> <li>▪ Fault finding &amp; call outs</li> </ul>
<b>LOCATION:</b>	Adelaide	<p><b>TOTAL NO. OF EMPLOYEES IN ORGANISATION: 40</b></p> <p><b>EMPLOYEES IN BUSINESS UNIT: 4 x System Controllers</b></p> <p><b>DIRECT REPORTS: nil</b></p>

<p><b>ROLE PURPOSE</b></p> <p><b>Specific accountabilities include:</b></p> <p>The role includes, but is not limited to the following accountabilities:</p> <ul style="list-style-type: none"> <li>▪ To ensure compliance with all statutory requirements, standards, SEA Gas safety and environmental policies, procedures and practices.</li> <li>▪ To safely and efficiently operate the Pipeline Systems in accordance with STTM requirements, market rules, SEA Gas contractual arrangements, work instructions, operating procedures and manuals provided in the SCC Operating Handbook.</li> <li>▪ To ensure compression assets are efficiently utilised to maintain a secure service for customers.</li> <li>▪ To monitor field-based travel and act as Plant Permit Authority (PPA) for maintenance activities.</li> <li>▪ To work designated shifts at the System Control Centre, as required and otherwise from home, as described in the SEA Gas System Control Centre Management Plan.</li> <li>▪ To monitor and respond to Pipeline System alarms in a timely manner and take appropriate action to ensure continuity of gas supply and initiate actions to maintain asset integrity.</li> <li>▪ To respond to gas quality excursions, abnormal operating conditions and emergencies in accordance with SEA Gas policies, procedures and practices and communicate with field personnel.</li> <li>▪ To monitor site security and respond effectively to security breaches in accordance with SEA Gas procedures.</li> <li>▪ To determine pipeline capacity, line-pack and resultant Shipper rights and to review and then schedule Shipper nominations for receipt and delivery flows in accordance with the Foundation Shipper Agreements, allocation rules and additional Commercial services occasionally provided.</li> <li>▪ To carry out daily metering data validation and provide regular internal and external reporting within specified time frames, relating to pipeline receipt and delivery flows.</li> <li>▪ To analyse and report on operating parameters and Pipeline System equipment reliability and availability and to initiate repairs or improvements.</li> </ul>	<ul style="list-style-type: none"> <li>▪ To respond to operational and contractual enquiries from Shippers and Producers and to liaise with supporting personnel to address issues as they arise.</li> <li>▪ To assist in the establishment, management and maintenance of operating tools necessary to safely and efficiently manage the Pipeline Systems to ensure that SEA Gas meets all of its obligations to Foundation Shippers, other shippers and stakeholders. This includes SCADA control systems, graphics screen development and integration and change requirements for the Gas Contract Management System.</li> <li>▪ To manage SEA Gas' operating environment to optimise Pipeline System performance from a transportation perspective. Optimisation is defined in the Foundation Shipper Agreements and other contractual arrangements and includes control and management of gas unaccounted for on a daily basis.</li> <li>▪ To develop and maintain effective, supportive and reliable communication and professional working relationships with field and office-based colleagues and third parties to facilitate the productive resolution of issues and operational problems.</li> <li>▪ To assist with establishing and maintaining Control Centre procedures, instructions and work practices to ensure compliance with SEA Gas' contractual obligations and SEA Gas' safety, quality and environmental management systems.</li> <li>▪ To provide backup support to SEA Gas personnel, the System Control Manager and in other areas where appropriate as may be required from time to time.</li> <li>▪ To monitor developments in the general pipeline control area and report, formulate and propose strategies to maintain best practice operation.</li> <li>▪ To support the System Control Manager in attending discussions and meetings with Shippers, Regulators and other third party bodies appropriate to the operation of the Pipeline Systems.</li> <li>▪ To provide timely and relevant reports on all matters within the role.</li> </ul>
<p><b>KEY WORKING RELATIONSHIPS</b></p> <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>▪ All SEA Gas System Controllers</li> <li>▪ System Control Manager</li> <li>▪ Head of Operations</li> <li>▪ Operations Team</li> <li>▪ Asset Management team</li> <li>▪ Finance team</li> <li>▪ Business Development/Marketing team</li> <li>▪ SEA Gas employees</li> </ul>	<p><b>External</b></p> <ul style="list-style-type: none"> <li>▪ Contractors / alliance partners</li> <li>▪ Major service providers</li> <li>▪ Third parties</li> <li>▪ Shippers</li> <li>▪ Producers</li> <li>▪ Customers</li> </ul>
<p><b>OPERATIONAL AND STAY IN BUSINESS CAPITAL EXPENDITURE BUDGET: Nil</b></p>	<p><b>CAPITAL EMPLOYED:</b> Approximately 800km transmission system infrastructure, including 2 compressor stations, receipt and delivery facilities replacement value \$750M</p>

## FUNCTIONAL ACCOUNTABILITIES

<b>1. STRATEGIC</b>	<ul style="list-style-type: none"> <li>▪ Ensure pipeline systems are controlled to ensure their efficient and safe operation</li> <li>▪ Meet contractual requirements for pressure and gas quality</li> <li>▪ Ensure nominated quantities of product are delivered according to shippers' requirements</li> </ul> <p>Foresee and avert preventable gas supply interruptions</p>
<b>2. FINANCIAL</b>	<ul style="list-style-type: none"> <li>▪ Operate pipelines efficiently when abnormal pipeline configurations are required, or when restrictions are placed on a pipeline system</li> </ul> <p>Operate compressors to ensure an efficient and effective result</p>
<b>3. PEOPLE</b>	<ul style="list-style-type: none"> <li>▪ Ensure the Permit To Work procedure is adhered to and work permits are issued before any work is conducted on pipeline facilities.</li> </ul> <p>Maintain log of field personnel travel movements, ensuring all are logged off safely each day</p>
<b>4. CUSTOMER</b>	<ul style="list-style-type: none"> <li>▪ Communicate with pipeline operators, landowners and third parties to maintain the integrity of assets</li> <li>▪ Contribute to the organisation's customer service offer and delivery.</li> <li>▪ Develop proactive partnerships with internal customers.</li> </ul>
<b>5. SYSTEMS / PROCESSES</b>	<ul style="list-style-type: none"> <li>▪ Complete reports on the operation of the pipelines, defective system equipment and the activities to ensure client and internal reporting requirements are met.</li> <li>▪ Maintain the good reputation of SEA Gas.</li> <li>▪ Ensure compliance with all regulatory operations.</li> <li>▪ Provide high levels of customer satisfaction.</li> </ul>
<b>6. STAKEHOLDER MANAGEMENT</b>	<ul style="list-style-type: none"> <li>▪ Comply with the delivery of the required business outcomes.</li> <li>▪ Comply with the incident management procedure</li> <li>▪ Maintain complete and accurate log of shift events</li> <li>▪ Record all out of service equipment</li> <li>▪ Comply with the Permit to Work procedure</li> <li>▪ Record all plant isolations</li> <li>▪ Assist with development and maintenance of operating handbook</li> </ul>
<b>7. HEALTH, SAFETY &amp; ENVIRONMENT (HSE)</b>	<ul style="list-style-type: none"> <li>▪ Comply with all SEA Gas HS&amp;E policies, procedures and practices.</li> <li>▪ Take reasonable care to act and behave in a manner that promotes care and diligence to yourself and others in the workplace</li> <li>▪ Comply with reasonable instructions from any authorised representative of the company concerning health, safety and environment matters</li> <li>▪ Actively participate in the Emergency Response procedures</li> <li>▪ Attend HS&amp;E training as directed</li> <li>▪ Report any incident or workplace hazard and/or act on reports received in the workplace using the appropriate systems</li> <li>▪ Participate in debriefs and incident investigations</li> </ul>

**PERSON SPECIFICATIONS**

<b>TECHNICAL / PROFESSIONAL EXPERTISE</b> Requisite Skills and Experience	Requisite Experience and Qualifications (Essential & Preferred)
<ul style="list-style-type: none"><li>▪ Ability to work autonomously</li><li>▪ Decision making</li><li>▪ Ability to make decisions under pressure</li><li>▪ Stakeholder management</li><li>▪ Customer focus</li><li>▪ Communication skills</li><li>▪ Analytical skills</li><li>▪ Ability to work rotating shift roster</li></ul>	<ul style="list-style-type: none"><li>▪ Demonstrated experience in an operational environment</li><li>▪ Gas or Oil Industry experience</li><li>▪ Good understanding and technical appreciation of gas transmission pipeline systems and SCADA</li><li>▪ Sound computer skills</li></ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"><li>▪ Education &amp; Qualifications (Formal education)<ul style="list-style-type: none"><li>○ Tertiary qualifications in engineering (preferred)</li><li>○ trade qualifications in technical discipline, or a related field (minimum)</li></ul></li></ul>

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## CORE BEHAVIOURS

### 1. Commitment to Safety

- Observes & practises safe & environmentally acceptable work methods
- Maintains awareness of changes to safety policies & procedures
- Contributes positively to a safe and fair work environment

### 2. Ethics & Values

- Encourages alignment and disapproves of unaligned behaviours
- Makes ethically sound decisions
- Is regarded as open and honest in all dealings

### 3. Teamwork and Communication

- Communicates clearly, accurately and persuasively
- Shares information openly with the team, listening to and inviting views of others
- Cultivates productive working relationships across teams
- Develops rapport and trust with colleagues and customers

### 4. Customer Focus

- Identifies and understands customer needs (internal and external)
- Takes personal responsibility for delivering customer service standards
- Strives for continuous improvement in service delivery

### 5. Commercial Orientation

- Understands the commercial drivers of the business
- Makes decisions based on/in consideration of commercial and financial impact

### 6. Results Focus

- Strives to improve personal & business performance
- Demonstrates commitment to company objectives
- Uses initiative to problem solve and sees tasks through to completion
- Follows through on commitments made, taking responsibility for own actions

### 7. Adaptability

- Demonstrates a flexible approach to change.
- Generates, promotes and supports the implementation of new ideas/approaches
- Adapts quickly and effectively to changing demands

### 8. Living our Aspirations

Demonstrates behaviour consistent with our cultural aspirations:

- Be creative, think beyond
- Be brave, speak up
- Be a team, deliver together
- Be mindful, we care



## HOW TO APPLY

Applications in Word format only should be forwarded to Bernie Dyer by email to [23621@hender.com.au](mailto:23621@hender.com.au)

Telephone enquiries are welcome and may be directed to Bernie or Lucy Dinnison-Mitchell on (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.