



Role: Drawing Office Quality Lead

Area: Gas Networks Ireland

Sub-Area: Asset Management

Location: Dublin

Duration: 2 Year Fixed Term **Salary:** Competitive **Ref:** 057N19

Ervia is a commercial semi-state company which provides strategic national gas and water infrastructure and services in Ireland. Through our regulated business, Gas Networks Ireland, we build and operate one of the most modern and safe gas networks in the world. In 2014, we took responsibility for the operation and maintenance of Ireland's water and wastewater assets through our other regulated business Irish Water. Ervia directly employs over 1,600 people who deliver services to 1.6 million customers daily. We are guardians of the national assets and experts in our field. Our infrastructure supports economic and social development, protects the environment and enhances the health and quality of life of the Irish people.

Background:

The Asset Management function within Gas Networks Ireland is responsible for optimising the return from the asset portfolio. Asset Management identify, plan and develop investment programmes while achieving an optimal balance between customer requirements, asset efficiency and risk. Asset Management considers the financial and regulatory effects of the proposed investment strategies.

The Role:

The Design Team within Asset Management is responsible for producing conceptual and detailed designs and drawings, estimating the cost work, securing work prerequisites including materials requirements, and applying standardised design templates where appropriate. The Design Service team is responsible for ensuring that engineering records, mapping, high quality drawings and 3D models are delivered accurately, on time and within budget to support the detailed design process. Reporting to the Drawing Office Manager (Mapping), the Drawing Office Quality Lead will be responsible for geospatial data quality for the gas network, and support the design process throughout the asset lifecycle.

Duties and Responsibilities:

- Support the management of drawing office personnel and ESF Service Providers.
- Manage the data capture process for both Transmission and Distribution network data.
- Support GNI in the production of drawings from design through construction and finally data capture of as-laid information.
- Ensure that QA process and systems are in place to deliver the GNI Quality Assurance Framework.
- Maintain Management System accreditations and embed ISO 9001 within the Drawing Office.
- Ensure that the GNI Data Capture process is managed on a risk based approach and work is scheduled based on risk based priorities.
- Ensure the integrity of data quality within GIS data sets is maintained to the highest standards.
- Effectively communicating across GNI to ensure the Asset Information Quality Assurance agenda is being delivered, reviewed and the necessary actions taken to address issues and/or implement improvements.
- Ensure that GNI Design Service Document Control system is fit for purpose and effectively supporting the business to deliver benefits in terms of standardisation and compliance.
- Supporting team development in areas such as cross-skilling which allows greater resource flexibility whilst minimizing requirement for external costs.
- Assume the Technical lead for the Quality of all GIS/Mapping Drawings produced by GNI.

- Manage the QA/QC and approval of all recorded data into GIS.
- Organise and ensure correct controls are applied to the production of As-Laid drawings and Field Manuals and technical records and liaise with Engineers/surveyors on format submission and As-Laid data capture in the field.
- Ensure the proper management of all drawing office-related data registers and repositories.
- Ensure that all requests for network information from internal and external enquiries are dealt with promptly and issued in accordance with GNI procedures.
- Support the management of DBYD third party queries, ensure they are assessed, risk prioritised and responded to in a timely manner.
- Drive the elimination of data discrepancies and the reduction of associated risks, e.g. MERs, missing as-laid etc.
- Provide training to relevant staff, Contractors and ESF Service Providers in drawing office techniques and processes.
- Drive Quality Control through agreed SLA's and KPI's with other parts of the Networks business.
- Collate weekly/monthly reports on GIS project drawings status, as-laid reports, assets reports, etc.
- Identify innovation and proactive development of technical solutions for drawing office applications and digital/spatial data requirements.
- Other duties as may be assigned from time to time.

Knowledge, Skills and Experience:

- Proven technical competence is essential – Engineering degree/GIS Qualification or other relevant qualification is required.
- A minimum of five years' experience involving data capture in a Natural Gas or similar industry is essential
- Technical proficiency in CAD and GIS and working knowledge of European and Irish Gas Standards is desirable
- Have excellent analytical skills and be able to identify and analyse problems and potential improvements, and propose and implement solutions
- Ability to set up ongoing procedures to collect and review information as needed.
- You will be a strong team player and have a demonstrated ability to bring teams together.
- You will be a natural collaborator seeking out opportunities to share knowledge and improve results.
- You will have a clear communication style and will be able to influence others effectively.
- You are comfortable with change and have a demonstrated ability to identify opportunities for improvements and efficiency.
- You have demonstrated a commitment to developing new skills in yourself and others.
- You are results focused and have a track record of getting results through others.
- You are comfortable with making and taking appropriate decisions.
- You are committed to providing excellent customer service and have a track record of delivering excellence through others.

The closing date for receipt of applications for this vacancy is the 23rd July 2019

Applications, including a current Curriculum Vitae should be emailed to: recruit@ervia.ie

Please include the Reference Number for this Role when making an application

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