

Position description:

Project Documentation Support

Reporting to:

Project Business Lead

Role duration:

6 Months

Location:

Twizel

The role

Project Alpha is building and implementing a new replacement generation control system to manage and control Meridian's hydro, wind, battery and solar assets.

This role will ensure smooth continuation of Generation work procedures that are managed by Meridian's controlled documents, by identifying the affected documents and overseeing the changes needed to accurately reflect the new system. It will involve collaborating with the QA team, end users of the SCADA system and Project Alpha team members.

Position accountabilities (What you're responsible for)

- Work with Project Stream Leads and end users to understand the purpose of existing controlled documents, and assist them to identify necessary changes to documented processes and terminology
- Work with SMEs to coordinate audit of existing documents and develop a shared approach for drafting and implementing proposed changes
- Liaise with QA team and SCADA user SMEs to gain approval for proposed changes
- Track status of document reviews, changes and approvals, and follow up outstanding items to support the project schedule.
- Apply Meridian's controlled document policies and processes to coordinate document changes in alignment with QA, stakeholder and project requirements.



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Position accountabilities (What you're responsible for continued)

- Ensure Meridian's Generation documentation continues to be accurate and fit for purpose where it relates to the control system.
- Assist Project Alpha to coordinate and implement necessary changes to relevant controlled documents.
- Prepare regular and ad-hoc reports on document status, approvals and overdue items as required.
- Manage and maintain QA-related project documentation requirements for both internal and external stakeholders.
- Identify, recommend and support continuous improvement initiatives for document control processes, systems and templates.

Knowledge, experience and skills

- Previous experience as a technical writer or similar
- Excellent written and verbal communication skills, confident engaging diverse stakeholders.
- Detail-oriented with a structured and methodical approach to tasks.
- Proactive in following up and obtaining information while maintaining professional relationships.
- Capable of managing multiple priorities and deadlines in a fast-paced project setting.
- Knowledge of document registers, approval workflows, and version control practices
- Willingness to raise concerns to prevent potential schedule, or reputational risks.

Desirable:

- Familiarity with Electronic Document Management Systems (EDMS) such as SharePoint



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