Position	Technical Writer—Wind
Location	Wellington
Reporting to	Technical Writer (Senior)
Date	January 2019

Meridian's Values—How to Be

OUR PURPOSE
Clean energy for a fairer and healthier world

WHAT WE VALUE
Customers • Safety • Sustainability • People

OUR BEHAVIOURS

Be Gutsy
- Dare to challenge the norm and do better
- Be courageous and make it happen
- We're honest and rigorous about performance.

Be a Good Human
- We are inclusive and kind
- We have each other's backs
- We give our all and pursue success.

Be in the Waka
- We share the load and get there as a team
- We collaborate for the greater good
- We're a community – in it together.

The Role: Technical Writer—Wind

The purpose of this role is to create and maintain the documentation which Meridian's wind service technicians and engineers use for wind turbine maintenance. Our people work in a complex, hazardous environment to ensure our turbines continue to supply renewable energy.

Our documentation includes "Wind Turbine Safety Rules" documents (Approved Work Procedures, Worksite Safety Plans, risk assessments, and permits), technical references (drawings and manuals), training materials, and more.

Your expertise is important to ensure that safety critical information is kept accurate and up to date. You will work with subject matter experts to capture knowledge and develop new content, work with document users to ensure usability, and participate in the document writing/review/approval process.

You are expected to identify opportunities for improving our documentation and information systems.

Position Accountabilities—What You Are Responsible For

You are accountable for your own output and for contributing to the output of the Business Unit.

You are responsible for your technical output, people interactions, and work planning.

Work documentation

- Providing an interface between Wind Engineering and Wind Operations (the wind technicians), to develop effective Wind Turbine Safety Rules work documentation and build intellectual property.

- Participating in the review and approval process for controlled documents, with support from the documentation team (which includes technical specialists, safety specialists, and approvers).

- Updating electrical and hydraulics drawings, checklists, and manuals.

- As required, accompanying maintenance teams on site to record their work processes.

- Being flexible and able to respond to urgent documentation issues and change requests across all wind farms in a timely manner.

Safety

- Assessing instructions and work processes for safety hazards and optimizing documentation to reduce the risk of human error.

- Implementing timely updates to documentation based on operational audits, safety audits, standards, and changes to health and safety legislation.

Training

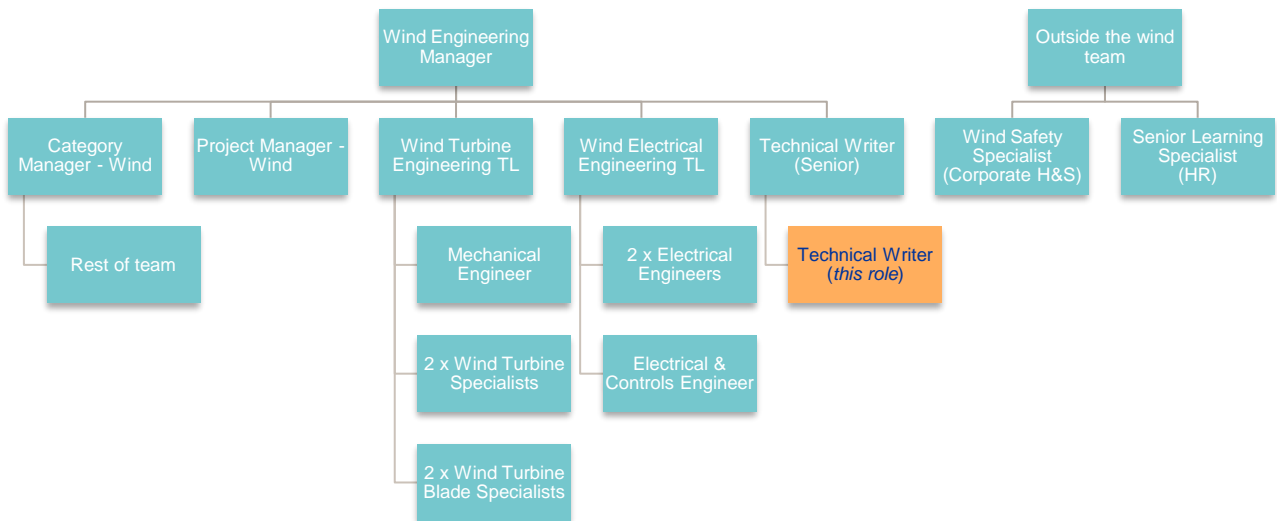- Helping to develop training materials, in combination with technical experts and the Meridian HR training team.

Content Strategy

- Helping to develop organized systems and repeatable processes to manage our content.

- Help to maintain "single source" reusable content, including XML and CSS code.

- Coordinate with database administrators and help maintain systems for mobile document delivery.

Continuous improvement

- Consider and implement ways to continuously improve our documentation practices at Meridian.

- Ensure these improvements are reflected in ongoing updates to technical writing tools such as templates, style guides, and reference notes for writers.

- Maintain user knowledgebases and ensure users can easily find the documentation they need.

The Team—Who You Work With

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                    Wind Engineering                                          Outside the wind
                        Manager                                                    team
    ┌──────────┬──────────────┼──────────────┬──────────────┐          ┌──────────────┬──────────────┐
 Category    Project Manager -   Wind Turbine    Wind Electrical   Technical Writer    Wind Safety      Senior Learning
Manager - Wind    Wind        Engineering TL   Engineering TL      (Senior)          Specialist        Specialist
                                                                                    (Corporate H&S)        (HR)
    │                             │                │                │
 Rest of team              Mechanical       2 x Electrical    Technical Writer
                            Engineer          Engineers        (this role)

                         2 x Wind Turbine    Electrical &
                           Specialists     Controls Engineer

                         2 x Wind Turbine
                         Blade Specialists
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Functional Relationships – Your Key Contacts

Internal	External
• Wind Engineering Team	• Consultants
• Wind Operations Team	• Contractors
• Corporate Health and Safety Team	
• Learning and Development Team	

Candidate Profile

Essential

- Proficiency in Microsoft Office—Word, Excel, PowerPoint
- Experience in technical writing

Education/Qualifications/Knowledge

- Preferred qualification in technical communication or engineering

Experience/Skills

- Familiar with use of styles and templates
- Familiar with writing in HTML or XML and use of CSS stylesheets
- Preferably familiar with using Madcap Flare or other single-source authoring software.
- Preferably familiar with the use of SharePoint, or other Content Management Systems (CMS) or Learning Management Systems (LMS)
- Preferably some skill in image editing

Personal Attributes

- Very good verbal, written, and interpersonal communication skills
- Team player
- Eagerness to learn new skills, in a fast-changing role with new technologies
- Flexible to travel from time to time
- Preferably, physically able to climb 70m wind turbine ladders and comfortable working at heights and in confined spaces

Preference

Preference will be given to candidates who have any or both of the following:

- **Qualification in technical communication**
- **Experience of technical writing for industry**