



# Isolation Planner

## Position Description – (Infrastructure)

Team:	Infrastructure Metros	Location:	Auckland
Reports to:	Traction Engineering and Asset Manager		
Role Type:	Permanent		

### About Us

#### KiwiRail’s Role in Aotearoa, New Zealand

KiwiRail, a proud State-Owned Enterprise, delivers sustainable and inclusive growth for our customers, communities, and people.

For more than 150 years, rail in New Zealand has connected communities, delivered freight and passengers around the country, and showcased our spectacular scenery to the world. Our purpose—Hononga Whaikaha, Oranga mo Aotearoa (Stronger Connections, Better New Zealand)—speaks to connection with our customers and the future needs of their businesses, connection with the communities we serve and operate in, and connection with each other. KiwiRail is carrying this legacy into the future, delivering connected rail and shipping transport services that create economic, social, and environmental value for New Zealand and New Zealanders.

#### Our Workplace

At KiwiRail, our values define the behaviour we expect from everyone. We have a team of over 4500 people, and every connection we make with each other, our union partners, our customers and all our stakeholders must be of the highest standard.



Safety, health, and well-being are our number one priority, ensuring our people return home safe and healthy every day.

## About the Role

### Purpose of the role

KiwiRail is in a phase of significant transformation to modernise and grow our rail and Interislander ferry services in Aotearoa.

The isolation planner must produce the isolation planning with its related documents and provide it to Traction control and the Isolation team. The position is accountable for the safe planning and coordination of overhead traction power isolations, and for providing advice to field teams, Integrated Planning staff, and network control on traction-related access requirements.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to “walk the safety talk”

### Key Accountabilities

Within the area of responsibility, this role is required to:

- To safely plan all isolations within the Auckland Metro area
- Coordinate isolation requests with all stakeholders
- Work with the planning team and the Field Production manager to define Estimated Isolation time.
- Provide guidelines on how to work around OLE
- Liaise with other KiwiRail parties and Contractors to ensure that they are aware of the scope, change and risks whilst working around the Traction asset.

### Key challenges

- Get the isolation planning right first time, 100% of the time.
- Constantly having to replan works due to new operational constraints
- Ensure you obtain clear requirements from work parties where they are still working through their plan

Key Relationships		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Here are the key relationships relevant to this role					
Internal	Traction Engineering and Asset Manager		✓	✓	✓
	Traction Field Engineer			✓	✓
	Field Production Manager		✓	✓	✓
	Network Authority Teams		✓	✓	✓
	Traction Control Team		✓	✓	✓
	Train Control Team			✓	✓
	Safety, Health, and Wellbeing			✓	✓
	Internal work parties asking for Isolation		✓	✓	✓
	Protection Team			✓	✓
	Invoicing Team			✓	✓

	Traction Engineering		✓	✓	✓
External	Stakeholders that require Isolation		✓	✓	✓



## What you will do to contribute

<b>Health Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Implement safety procedures and ensure team compliance</li> <li>• Analyse workplace risks and develop mitigation strategies</li> <li>• Promote a culture of safety and wellbeing within your team</li> <li>• Respond effectively to safety incidents and near-misses</li> <li>• Support team members' physical and mental health</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>• Provide a positive customer experience</li> <li>• Support a customer-focused culture at KiwiRail</li> <li>• Know our services well and explain them to customers</li> <li>• Respond quickly to customer needs</li> <li>• Develop solutions to meet customer requirements</li> <li>• Solve complex customer issues</li> <li>• Work with colleagues to improve customer outcomes</li> </ul>
<b>High Performing Teams Skills</b>	<ul style="list-style-type: none"> <li>• Set clear performance standards aligned with KiwiRail's goal</li> <li>• Build a supportive and cooperative team environment</li> <li>• Provide timely and constructive feedback</li> <li>• Actively seek diverse perspectives in problem-solving</li> <li>• Identify opportunities for coaching and mentoring</li> </ul>
<b>Commercial Acumen</b>	<ul style="list-style-type: none"> <li>• Plan and monitor resource allocation to achieve team objectives</li> <li>• Consider financial implications when making recommendations</li> <li>• Understand and comply with procurement guidelines</li> <li>• Work with suppliers to ensure quality outcomes</li> <li>• Recognise how financial decisions impact KiwiRail's overall position</li> </ul>
<b>Operational Performance</b>	<ul style="list-style-type: none"> <li>• To coordinate isolation requests with all stakeholders</li> <li>• Work with the planning team and the Field Production manager to define Estimated Isolation times.</li> <li>• Lead meetings with stakeholders, where necessary, to ensure you have clear information regarding their Isolation requirements.</li> <li>• Drive safety, efficiency and cost initiatives with the Traction contractor</li> <li>• Carry out audits of the implementation of isolations</li> <li>• Provide training support for competencies associated with isolations</li> <li>• Provide Engineering support.</li> <li>• Peer review the isolation plans produced by your team.</li> <li>• Produce and review the Substation switching schedule.</li> <li>• Review Line side switch, switching schedule</li> <li>• Maintain an Isolation planning/outage.</li> <li>• Control the issuing of isolation drawings</li> <li>• Provide marked up changes to Engineering to ensure that all changes to the isolation diagrams are managed seamlessly</li> </ul>

- Provide a program of isolations with clear coordination with the Access team
- Act as a lead control between Traction Control and the Site Team in an emergency
- Ensure reports are accurate and on time
- Liaise with other KiwiRail parties and Contractors to ensure that they are aware of the scope, change and risks whilst working around the Traction asset.
- Review as-built information and provide recommendations for planned or emergency works.
- Review methodologies for working next to the live OLE.
- Review isolation costs against planned isolations
- Provide up-to-date and relevant information for the invoicing of Isolation
- Respond to customer questions regarding invoicing of Isolation.
- Follow up of the invoicing process
- Provide clear guidance to the crew regarding time sheet cost allocation.
- Provide support in KPI setting for the Isolation implementation in coordination with the FPM, if requested.
- Provide support for general regional electrical works as required

#### **Accountability**

- Ensure an open and collaborative relationship with the Traction Production team and Traction control.
- Provide a high level of accurate and timely technical advice on issues in accordance with technical expertise.
- Advice on practical aspects for isolations and electrical assets
- Assist with the competency assessment of traction and electrical employees where required.
- Escalate local traction and electrical issues to line management
- Undertake audits of the contractor(s) to ensure compliance
- Maintain strong liaison links with Traction & Electrical Engineering team and provide field technical support as required.
- Carry out investigations regarding planning, within time frames as required
- Report on and ensure electrical assets remain in code or mitigated controls have been put in place

#### **Continuous Improvement**

- Develop and manage initiatives aimed at improving productivity and procedures
- Work with the Traction team to develop initiatives aimed at improving productivity and procedures

## Decision Making

The position is accountable for decisions regarding the safe planning and coordination of overhead traction power isolations, and for providing advice to field teams, Integrated Planning staff, and network control on traction-related access requirements.

Key decision-making requirements of the position include:

- Determining safe isolation boundaries and switching sequences for OHLE de-energisation
- Assessing and mitigating electrical safety risks associated with isolation requests
- Approving or adjusting isolation requests based on resource availability, network demand, and safety considerations

<b>Human Resources Delegations</b>	Nil
<b>Direct reports</b>	Nil
<b>Finance Delegations</b>	Nil
<b>Budget (operating and capital)</b>	Nil
<b>Travel Delegations</b>	Nil
<b>Statutory powers</b>	Nil

## Physical demands and the nature of work

This role is largely administration based with occasional field visits and requires:

- Prolonged sitting and high computer usage
- Limited walking, standing, twisting, bending (at the waist), crouching (bend knee)
- Carrying of laptop and paperwork when alternating between home and office
- Limited lifting of up to 7 kg archive boxes
- Visiting field teams in various weather conditions and environments
- Limited exposure to mechanical equipment, electrical systems, vibration and noise
- Protective equipment usage including safety boots, hard hats, eye/ear protection

*Your role may include other tasks suited to your level, as your manager directs. This job description shows your current duties. We'll review and update it with you if your responsibilities change.*

## About you

### Knowledge and experience

- 3+ years traction system experience in maintenance, construction or engineering design/management
- Knowledge of Electrical Industry statutes, codes of practice, standards and trade practices.
- Good understanding of occupational health and safety and risk management requirements
- Excel literate

Desirable:

- Extensive knowledge of 25,000V ac traction systems and the associated codes and standards
- 5 years OLE comprehensive Construction/Maintenance engineering / technical experience
- Contractor Liaison experience
- Knowledge of railway general electrical systems and the associated codes and standards
- Experience with a wide range of industrial electrical installations including high voltage reticulation and traction installations.

### Ways of working / Work-related qualities

- Able to work under pressure
- High attention to detail and precision
- Able to keep the planning clear and correct despite a lot of solicitation /changes
- Have a right-first-time approach to working
- Good communication

### Qualifications

- NZ electrical registration and/or Tertiary electrical engineering qualification
- Registered Electrical Inspector under the Electricity Act is desirable

**CREATING  
STRONGER  
CONNECTIONS**

The KiwiRail logo, featuring the word "KiwiRail" in a bold, sans-serif font, followed by a stylized graphic of a kiwi bird's tail feathers.