

KiwiRail | Position Description

WORKBANK PLANNER/SCHEDULER Network Services

Purpose:

The Work-bank Planner/Scheduler supports management in achieving best practice asset management. This role develops and undertakes the planning, scheduling and reviewing activities for work carried out by all disciplines - Track, Structures, Civil, Traction, Signals, Telecommunications and Electrical in order to support delivery of excellent customer service and measure and facilitate productivity improvements. This role is responsible for Work-bank planning and scheduling activities for the area for inspections, maintenance and renewals work. The role leads the process to achieve scheduling efficiencies. A key part of this is the weekly reporting of results and variations to plan and monitoring and reporting the rescheduling of work not done.

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"

Dimensions:

Reports to: Performance Manager
Responsible for: N/A
Location: Westfield Depot - Some travelling/overnight may be required

Internal Contacts: Network Service Manager
Asset Engineer
Production Manager
Field Production Managers
STTE / STE Managers
Supervising SFE
Traction Service Manager
Traction Field Engineers
Isolation Planner
Field Asset Engineers
Leading Hands & Gangers
Data Analyst
National Logistics and Plant Manager
Materials Coordinator
Purchasing & Inventory
Track Maintenance and Renewals teams
Structures and Civil teams
Signals and Telecommunications teams

External Contacts: Contractors
Auckland Transport
Transdev

Key Accountabilities

Workbank Planning Activities

- Ensure that planning processes are followed, including the preparation of M134 for jobs to be included in the renewals programme.
- Support the process of preparing the area annual renewals plan and liaise with Engineering and the Asset Management Centre of Excellence to assist with the production of the National annual programme.
- Assist Field Production Managers and Leading Hands and Gangers in the development of detailed plans to ensure that all necessary elements have been identified and planned for. This includes but is not limited to:
 - o Labour
 - o Plant and equipment
 - o Materials
 - o Support services such as Traction, Signals or Communications etc if needed
 - o Contractor requirements if needed
 - o Type of track access to be used
 - o TSR
- Liaise with Network Authorities to ensure that planned track access is accounted for and will be in place in readiness for when work is scheduled to be undertaken.
- Liaise with Isolation Planner to ensure appropriate isolations are in place
- Work with the Materials Coordinator, National Plant Managers, Leading Hands and Field Production Managers to ensure that staff, plant and materials are available prior to scheduling work.
- Monitor the efficiency of the planning process and implement continual improvement to ensure that any lessons learnt or suggested improvements are identified and where appropriate implemented.
- Collate information that affects scheduling e.g:
 - o Annual leave
 - o Vehicle servicing
 - o Training
 - o TSR

Block of Line Planning

- Assist with the overall track access plan of all work that will affect train movements
- Assist with the Presentation for service disruption requests (traction isolations, Blocks of Line and Compulsory Stop Protection (CSB) or changes to the scheduled train timetable) to KiwiRail Freight, Metro and Network Authorities.
- Work with the Protection Planner with the Coordination of the planning application process before presenting it to the weekly area planning meeting. Monitor & measure the efficiency and effectiveness of this process
- Ensure the area is consulted and kept informed on access plans and once finalised, advise all of confirmed Traction isolations, BOL's or CSB sites

Scheduling

- Prepare and update the schedule weekly work plan with the aim of

having Renewals year planned 52 weeks out, Preventative Maintenance 4 weeks out, Inspections and Corrective Maintenance Work Orders for all disciplines scheduled 4 weeks out. The schedule should reflect any work been carried out in the area including:

- o Maintenance and Renewals activities
- o Track machines
- o Any project work
- o Third party work/Contractors
- Wi Ensure planned works are in line with the Cyclical Maintenance regime and all plans are in Mahi 2 weeks out.
- Ensure that the information for scheduling is accurate, complete and provided in a timely manner.
- In consultation with Track and Civil Engineers and other disciplines leaders who create workbanks, review work orders in the database to decide if a number of maintenance activities in the same area can be packaged together to become capital work.
- Ensure that track renewals plans for the area are not in conflict with any scheduled maintenance activities.
- Liaise with the Inventory and Plant team to ensure that any track machine activity in the area is part of the area schedule and is not in conflict with any other planned work.
- Schedule inspections and monitor work progress to ensure Code Compliance or re-inspection as advised by the relevant team.
- Liaise with other groups such as the PMO, property, contractors and third parties to ensure that their planned activities are accurately reflected in the area schedule and are not in conflict with any planned work.
- Present/ facilitate the weekly area planning meeting, document issues & conflicts between work streams, and follow up agreed actions.
- Identify any conflicts in the schedule and highlight these as soon as possible so these can be resolved prior to the weekly scheduling meeting or if needed escalated for resolution.
- Distribute the weekly schedule to all key stakeholders in the area and ensure it is made available to the gangs for their knowledge and action.
- Work with key staff such as Field Production Managers, Field Asset Engineers and Leading Hands to help them build contingency into the scheduled works for such things as heat runs and 155 callouts.
- Monitor the efficiency and effectiveness of the scheduling process and suggest improvements when identified

Zero Harm

- Responsible for complying with all rail safety system standards, procedures and statutory requirements within your area of responsibility
- Responsible for your own safety and that of other rail employees, contractors and visitors within your work environment
- Responsible for the identification, reporting and initial control of any safety or environmental hazard identified within your area to your immediate manager
- Adhere to Kiwirail’s health and safety requirements and take responsible for maintaining a proactive approach regarding both personal wellbeing as well as that of fellow employees, associated client personnel, sub-contractors and members of the public.
- Report all accidents and incidents to your immediate supervisor within one hour.

Reviewing/Analysis

- Support the Plan/Do/Review process by participating in and providing information to the weekly review to look at scheduled activities against actual work that was carried out.
- Identify and record reasons / constraints for work not completed against

- the schedule.
- Work with the Administrators, Field Asset Engineers, Field Production Managers and Managers to ensure the WO's and other required forms are coming back from the field to show work is complete, Problem/Cause/Remedy entered, resources used, asset records updated and all other finalising work has been done to allow completion.
 - Assist The Asset Engineer, the Production Manager, Field Asset Engineers and Field Production Managers with reporting and analysing the actual cost (and timeframe) of jobs against the planned estimate cost with the aim to reduce variance between the two.
 - Carry out analysis on the information gathered from the weekly reviews to identify key constraints for work not been completed and work with Managers, Field Asset Engineers or Leading Hands to look for possible mitigations in either the planning or scheduling process.
 - Represent the area in Regional / National planning meetings.
 - Assist the Asset Engineer in undertaking the monthly renewals review and reporting.

Person Profile

Essential:	Desirable:
<ul style="list-style-type: none"> • A relevant tertiary qualification 	
<ul style="list-style-type: none"> • Experience with Microsoft Project and Excel with the ability to produce schedules and reports from them. • Previous planning and scheduling experience across a range of functions and disciplines • Previous experience planning resources requirements to ensure work is scheduled when all resources are available • Previous experience facilitating meetings and resolving conflict between different work disciplines • Experience interpreting, analysing and reporting on data • Experience collating a plan of works and monitoring compliance 	<ul style="list-style-type: none"> • An understanding of the principles of best practice asset management • Understanding of railways terminology • Practical understanding of Network operations • Previous planning and scheduling experience in a large infrastructure environment