



Position Description

Business Support Shared Services - COO Group

Purpose:

To provide professional administrative and management support to a range of Leaders and staff across the business. To assist in the development and growth of the Shared Services model in the Operational business as a whole.

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: Business Support Team Leader

Location: Local Depot/Terminal

Internal Contacts: Production Managers

Asset Managers

STTE Managers

Area Operations Leaders

Terminal Managers

Operations field Staff

Finance

Payroll

Other Administration Staff

Human Resources

External Contacts: Contractors / Suppliers

Members of the Public

Key Accountabilities

Administration & Customer Support

- Carry out a range of varied administration tasks which support the running and organisation of the KiwiRail Operations area in which you are employed including but not limited to:
 - Preparation and coordination of meetings, venues, meeting agendas, information and minute taking as required.
 - Procuring a range of office items such as Personal Protective Equipment / Clothing (PPE/PPC), stationary products, IT Hardware and other office supplies
 - Ensuring relevant databases and registers are kept up to date and information is entered in a timely manner for example, Tranzlog database, PPE/PPC register
 - Book travel, accommodation and rental vehicles for Managers and area staff as required.
 - Maintain the KiwiRail Value Recognition system (including the nominations,

- certificates and gift arrangement - Management of filing and records control - Ensure all deadlines and data are up to date and accurate and processed in a timely manner. - Coach and mentor team members in administrative systems and process. - Provide support and cover in the absences of other Shared Services staff - Other similar duties that arise
Systems & Compliance
- Monitor, update and manage KiwiRail systems information (e.g. IRIS, KLE, JADE, Predict, People Finder, etc.) to ensure currency of data - Monitor and ensure that licence to operate competencies and skills, are valid, any process requirements are completed within the required timeframes and the information is updated in the relevant systems such as KLE and Predict. - Assist local managers with the input of incidents in IRIS if required - Liaise with Fleet Management for any vehicle concerns including issue of registration/RUC and vehicle damage - Assist local managers with any Facilities Management issues related to buildings & yards - Maintain local Calibration register of Safety Critical equipment - Provide regular updates and reports for Managers as required
Finance/Payroll
Payroll - Collation and accuracy of all relevant staff timesheets provided to Payroll for processing within set deadlines, including managerial authorisation. - Follow up any outstanding timesheets and related queries from staff and payroll. - Process staff expense claims Accounts Payable - Initiation of the procurement process by creating purchase orders for vendors as required - Purchase Order monitoring and follow up for closure - Entry of goods receipts into as required - Problem solving where vendor invoices are inconsistent with purchase orders and goods receipting Accounts Receivable - Invoicing third parties for relevant recoverable work within agreed timeframes - Coding of purchasing card receipts into the Flexipurchase system as required Reporting - Liaison with the Finance department to provide additional information where queries exist. - Daily clearing of Blocked invoice report to ensure timely vendor payment - Assistance in the month end financial process supporting business unit accountants which include but are not limited to GRIR, Commitments, third party invoicing, fortnightly defaults
Training (SI Operations)
- Booking of internal and external training as required and informing staff - Collating training records and updating KiwiRail Learning Exchange (KLE) - Two way liaison to and from the Training team regarding employee qualifications and upcoming training.

- Ensure all skills and competencies are achieved in date within KLE.

Zero Harm

- Provide active involvement in the local HSAT committee including minutes and distribution
- Deliver local site inductions to visitors using the Depot Visitor Induction Checklist
- Assist local managers with collation of data for HSE & ACC audits
- Responsible for own safety and that of other rail personnel, contractors and visitors within their particular work environment, including required actions in an emergency.
- Responsible for the identification, reporting and initial control of any safety and environmental hazards identified within their area of responsibility.
- Reports accidents and incidents to your Manager immediately.
- Report hazards to the relevant authority that could or may result in injury to personnel or damage property.
- Report details of any non-conformance or hazard work in order to prevent occurrences.
- Ensure all staff have adequate Personal Protection Equipment (PPE) required to perform their jobs safely.

Person Profile

Essential:	Desirable:
Experience and Knowledge: • 3 to 5 years' experience in administrative roles. • Previous experience working with Microsoft Office Products specifically Word and Excel. • A working knowledge of administrative tasks. • Knowledge of finance functions such as invoicing. • Strong oral and written communication skills and attention to detail	Experience and knowledge: • A working knowledge of SAP and/or Maximo. • Experience working in infrastructure type industry such as construction or roading.

Education:

Essential:	Desirable:
• NCEA Level 2 or equivalent	• A tertiary qualification in Administration or Business