

KiwiRail | Position Description

Supply Chain Production Planner Infrastructure Supply Chain

Purpose:

Infrastructure Supply Chain is a key enabler for the delivery of the Rail Network Improvement Plan and Capital Projects. Supply Chains goal is to deliver the right product at the right time at the right cost.

The Infrastructure Supply Chain group has overall responsibility and ownership for managing KiwiRail's Networks Supply Chain including Signals prefabrication and Relay refurbishment and supply.

The Production Planner role will create, coordinate, review and measure a national signals supply plan, across different planning horizons, that reflects an agreed demand plan that is achievable, optimises resources, and minimises rework.

The Production Planner will also work closely with Engineering, CPAD and Regional infrastructure teams to establish accurate demand requirements and dates for forward scheduling and level loading when demand peaks are greater than available capacity.

The Production Planner will be responsible for controlling a disciplined schedule and will also measure adherence and stability of schedule including materials being issued against correct WO's for inventory accuracy and cost recovery.

The Production Planner role will be responsible for planning resources that are required to undertake the work activities in-line with the build story, task instruction, and or project management plan, and organising the work requirements into a production schedule. These resources include but are not limited to materials, parts, tooling, work instructions.

The role is by nature flexible, and the successful candidate will apply their production planning knowledge to skilfully manage tasks with varying complexity, importance, and scope. The role incorporates a wide range of experience and capability levels, with individual assignment taking these factors into account.

The Supply Chain Production Planner role reports to the Supply Chain Operations Manager.

Last Updated 15-Apr-24



Dimensions:

Reports to: Supply Chain Operations Manager
Responsible for: N/A
Location: Hutt Workshops (typically).
Budget: In line with DFA policy
Internal Contacts: Wire Shop
Relay Repair Centre
Supply Chain Procurement team
Supply Chain Stores Group
STE Engineering
Planners- regional and national
Relevant peers in Operations, Zero Harm, Finance, CPAD
External Contacts: Rail & Maritime Transport Union
Component suppliers, External service providers, End-user customers

Key Accountabilities

Safety
<ul style="list-style-type: none">• Role model for Zero Harm behaviors. A vocal and visible advocate for the mindset of Zero Harm across the country.• 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.• Advise how activities can be planned in a way that will improve safety performance or safety in the delivery of projects and refurbishments.• Responsible for the identification, reporting and initial control of any safety or environmental hazard identified within your area to your immediate manager.• Accountable to action any relevant findings and actions from Zero Harm incidents (managed through KiwiRail's ORA system).
Quality
<ul style="list-style-type: none">• Ensure adequate planning is carried out for all work activities to enable the Signals Prefabrication & Relay team(s) to complete the tasks to the expected cycle times, labour hours estimate, and quality.• Accountable to action any relevant findings from quality or other related audits (both internal and external).• Ensure sufficient visibility is provided to the Supply Chain leadership team on upcoming workload or changes to production schedules.• Responsible for ensuring that production planning master data is kept up to date for all activities undertaken by the respective group(s).
Planning and Delivery
<ul style="list-style-type: none">• Create, coordinate, review and measure a national signals supply plan, across different planning horizons, that reflects an agreed demand plan that is achievable, optimises resources, and minimises rework.• Work closely with Engineering, CPAD and Regional infrastructure teams to establish accurate demand requirements and dates for forward scheduling and level loading when demand peaks are greater than available capacity.

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- Control a disciplined schedule and measure adherence and stability of schedule including materials being issued against correct Work Orders for inventory accuracy and cost recovery.
- Be responsible for planning resources that are required to undertake the work activities in-line with the build story, task instruction, and or project management plan, and organising the work requirements into a production schedule. These resources include but are not limited to materials, parts, tooling, work instructions.
- Produce the required production schedules for each group in-line with the applicable standard(s).
- Ensure materials, tooling, and equipment are available line-side to enable smooth execution of work asked for by the production schedule.
- Ensure that all work is reflected in SAP through adequately planned & scheduled production orders using work centre resources & material management.

Cost

- Assist the wider Signals team to determine forecasted cost through labour and material usage as per the schedule.
- Assist Operations Manager to review actual spend vs. plan (labour, parts).

People

- Champion the principles of High Performance, High Engagement (HPHE) in all workforce interactions.
- Role model for Just and Fair Culture.
- Coach and develop delivery personnel in developing best-practice planning & scheduled knowledge, and SAP system skills.

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.

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Person Profile

Essential:	Desirable:
<ul style="list-style-type: none"> • 5+ years’ experience in Supply Chain roles • Conversant in supply chain and inventory principles • Excellent communicator across all levels of a business • Ability to influence and provide critical insights through robust data analysis • Proficient in analysis and reporting software suites, e.g. Microsoft excel, SAP • Experienced SAP user 	<ul style="list-style-type: none"> • 3+ years’ experience in supply chain planning or scheduling roles • Practical experience in a field relevant to rail, transportation and logistics • Experience in working in complex regulated operating environments.

Education:

Essential:	Desirable:
<ul style="list-style-type: none"> • Relevant tertiary qualification 	<ul style="list-style-type: none"> • Certified in Production and Inventory Management (CPIM)

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