

KiwiRail | Position Description

Performance & Benchmarking Manager Zero Harm

Purpose:

The Performance & Benchmarking Manager is accountable for providing SHE data analysis, intelligence and data assurance, derived from our ORA System to the Zero Harm Team and the wider business.

The position is also accountable for developing a strategic approach to the data collection, analysis, management and assurance of data related to SHE ORA System. The aim being to improve our SHE reporting whilst providing data trending and analysis including aspects of causality, supporting operational intelligence gathering and benchmarking service which proactively enables the business to minimise risk and improve performance.

The Zero Harm philosophy is core to our "Care and Protect" value so as a leader you will be expected to model our zero harm behaviours consistently.

As a manager within KiwiRail you are accountable for the safety of those people who report to you, or who access premises for which you are responsible (as defined in the Health & Safety at Work Act 2015). As such you are required to implement the requirements of the KiwiRail Safety Management System and it's supporting Standards applicable to your role.

Dimensions:

Reports to: Head of Safety Risk Assurance

Responsible for: TBC

Location: Auckland

Budget: NZ\$ TBD

Internal Contacts: Executive Team
Business Intelligence Team
Zero Harm Leaders
Business Unit Line Managers

External Contacts: NZTA Rail Safety
WorkSafe

Key Contractors and third party suppliers

Key Accountabilities

Systems Management
Accountable for the development and delivery of a statistical analysis service for the business, covering zero harm and related statistical data by: <ul style="list-style-type: none">• providing the management and development of the underpinning reporting and data storage systems, ensuring that the system remains fit for purpose and the data consistent; and• development and on-going management of a dynamic zero harm dashboard which provides line managers with interactive, real time, zero harm data.• Development of Reporting Standards and Procedures for all Performance & Benchmarking Processes and Tasks• Coordination of ORA Change Management to ensure they system integrity remains.• Provide suitable and appropriate advice regarding other business systems integration (e.g. HR & Finance) and/or areas of impact on SHE Reporting Systems.
Reporting & Data Assurance
Ensure that management and other need to know parties have accurate, reliable and timely information on which to make decisions by: <ul style="list-style-type: none">• providing periodic zero harm performance data and reports to multiple internal users, including the Board, Executive and the Business Units as per need;• ensuring that the performance reporting includes clear evidence of progress against the targets and objectives contained within the Zero Harm Strategy and approved organisational performance metrics; and• providing periodic zero harm reports to multiple external parties, including at Ministerial and Regulatory levels.• Accountable for the management, assurance, and on-time delivery of the SHE Reports (i.e Board, HSEC, OpSHE etc)
Risk Management
Provide appropriate support with regards to risk management of ZH at KiwiRail by: <ul style="list-style-type: none">• working with the Head of Systems, Standards and Governance in the development of the Enterprise SHE Risk Profile and Business Unit Profiles;• working with the Head of Regulatory, Head of Safety Risk Assurance and the Head of Systems, Standards and Governance to develop a suite of leading and lagging indicators, designed to monitor the status of the SHE management system and supporting risk controls, via performance and trend analysis etc; and• providing data and benchmarking support to better enable a risk-based decision making capability for KiwiRail.• Providing data trending and analysis including aspects of causality, supporting operational intelligence gathering and benchmarking service which proactively enables the business to minimise risk and improve performance.

Leadership

Ensure optimum engagement, ownership, compliance and personal accountability by:

- ensuring a commitment to keeping the business appropriately controlled and data is assured while creating an environment of continuous improvement and growth;
- leading and managing direct reports, setting objectives and providing support, feedback, coaching and development to enable team members to perform to their maximum potential;
- leading and building ZH team capability, performance and integration across a 'one KiwiRail' ZH team, working in collaboration with the ZH managers and other BU Zero Harm Leaders; and
- Championing safe work behaviors and culture and support managers in activities which foster a ZH culture.

Person Profile

Essential:	Desirable:
<ul style="list-style-type: none">• 5 years plus experience in IT or health, safety & environmental management field.• Critical thinker• Able to communicate and engage with people throughout KiwiRail.• Significant experience in, and a passion for, the development and delivery of accurate, assured and numerate analysis of safety and risk performance using lag and lead indicators.• Able to effectively lead and manage a small team to plan and deliver high quality outputs on time and to budget.• Able to express ideas and processes in a simple effective way that is understandable at all levels of the organisation.• Must have the determination and mind-set to make things happen and the self-discipline to follow through.• Commitments to developing a total zero harm workplace.	

Education:

Essential:	Desirable:
<ul style="list-style-type: none">• Relevant IT Tertiary Qualification• Able to develop and prepare accurate and numerate reports for internal and external consumption.	<ul style="list-style-type: none">• Appropriate safety management qualification• Experience and demonstrable understanding of the following international standards ISO 9001, 14001, 31000 and BS

