Purpose:
The Train Controller supports the National Train Control Centre on a rotating shift basis so that Network Control, and mainline rail operations operate as an effective and integrated unit in support of customers accessing the National Rail Network.

Train Control provides for the safe and expedient movement of trains and other rail vehicles while providing for the safety of maintenance programs on the rail corridor.

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: Control Service Manager
On a day to day operational basis this role will report to the Network Control Manager

Responsible for: NIL

Location: National Train Control Centre – Wellington Railway Station

Budget: NIL

Internal Contacts: All rail corridor users including but not limited to: Locomotive Engineers, KiwiRail Network Track, Structures, Traction, Signals, Telecommunications and Logistics and Production work groups, Engineering Signal Box Controllers, Linehaul Service Manager KRF Terminals

External Contacts: Contractors working on the rail corridor
Heavy Haulage Pilots of over-dimensional loads.
Farmers – stock movements

Key Accountabilities

 Rail Corridor Traffic

- Directs the efficient movements of all trains; rearranging crossings/paths, recording these events on the train control diagram provided. These tasks are
measured by reviewing compliance with codes/standards/policies/network access agreements/rail operating procedures.

- Provides adjacent train control areas with progress data on through/connecting trains.

- These tasks are measured using results from auditing and assessment.
- Access operating systems to obtain data on train weight/length/work to be performed and crewing arrangements.
- Ensures train work instructions issued by Network Control/Service Centre are communicated and complied with.
- Maintains constant surveillance on crewing hours; consulting relevant rostering personnel when circumstances require variations to be organised and implemented.
- Plots appropriate Bulletins, additional and cancelled trains. This task will be measured by reviewing Network utilisation for access requests.
- Maintains database of temporary speed restrictions based on information supplied from Infrastructure personnel
- When qualified, issues special/reissues daily information bulletins to cater for changed circumstances while maintaining the desk file from the Bulletins in Effect Summary.
- Issues appropriate authorities on the day to execute planned and unplanned maintenance programs
- Constantly maintains timely train performance data in systems provided. This task will be measured reviewing timekeeping performance.
- Ensure you clearly document your work activities and established files are clearly identified and filed correctly.

### Emergency Situations and Equipment Failures

- Acts expeditiously when urgent situations arise on the network, ensuring Emergency Services are called to the scene immediately. This will be measured by reviewing incident reporting within timeframes.
- Contacts relevant personnel to deal with equipment failures affecting the normal working of signals/communications/infrastructure/locomotives/rolling stock/freight and other identified equipment.
- Immediately informs Network Control Manager (on shift 24x7) of all incidents/irregularities/train delays and creates Occurrence Logs in the system provided.
- Follow up requests from operating personnel to contact Police in event of incidents with other forms of land transport or with wilful vandalism.

### 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.

Customer Liaison Services

• Liaises with Customers concerning matters affecting tonnage connections, crewing, locomotive and train end monitor couplings.
• Maintains regular contact with Terminal and Roving Shunting personnel for their individual requirements.
• Providing exemplary customer service by making the best and most effective use of the network using the assets and tools made available to do the job.
• To provide strategic options and decisions for train operations and to influence field personnel in the execution of train control plans.
• To consult and take decisions that considers all customer needs and priorities.

Person Profile

<table>
<thead>
<tr>
<th>Essential:</th>
<th>Desirable:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A high level of interpersonal skills.</td>
<td>An awareness of railway jargon.</td>
</tr>
<tr>
<td>Previous experience where accuracy and attention to detail was essential.</td>
<td>A well-developed sense of humour.</td>
</tr>
<tr>
<td>The ability to work under pressure making timely decisions.</td>
<td></td>
</tr>
<tr>
<td>A concise and authoritative radio voice.</td>
<td></td>
</tr>
</tbody>
</table>

Education:

<table>
<thead>
<tr>
<th>Essential:</th>
<th>Desirable:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A good geographic knowledge of New Zealand.</td>
<td></td>
</tr>
</tbody>
</table>
**TRAIN CONTROL PROGRESSION**

The National Train Control Centre has been set up as four geographical regions, Northern, Auckland Metro, Central, and Southern. Each region with the exception of Auckland Metro is then divided into three geographical desks. Depending on workloads Train Controllers are then assigned to a number of desks within each region. Desks can consist of one or many areas.

The progression for Train Control is set at seven levels as follows:

Train Controller Trainee, which covers the Train Control school and on the job training.

Train Controller Level 1, being the entry level which is attained on certification of the first desk of control.

Train Controller Level 2, being the advanced entry level – achieved after six months at Level 1 recognised performance.

Train Controller Level 3, being the intermediate level which is attained on certification of the second desk of control or achieved after six months at Level 2 recognised performance.

Train Controller Level 4, being the advanced intermediate level – provides for a Train Controller who has gained certification on three areas/desks but is unable to meet the full shift rotation requirements of the relevant group roster (Groups being Northern – Central – Southern teams) or achieved after twelve months at Level 3 recognised performance.

Train Controller Level 5, being the entry advanced level – provides for a Train Controller who has gained certification on four desks but is unable to meet the full shift rotation requirements of the relevant group roster (Groups being Northern – Central – Southern teams).

Train Controller Level 6, being the advance level – fully qualified on all areas of control for the group.

Train Controller Level 7, being the superior level – this level is gained through achieving three years at the Level 6 with no significant operating irregularities. In addition there is an understanding to learn additional areas as agreed, and provide relief in those areas, provide training to other Controllers, and assist with project work and/or additional administrative tasks.

Train Controllers will generally spend a minimum six months on each desk of control before advancing to the next area subject to resource requirements for each team.
Please refer current aggregate pay scales (inclusive of penal rates) as at 30 June 2020 below;

Trainee TC: $36.70 p/h  
TC L1: $41.05 p/h  
TC L2: $41.68 p/h  
TC L3: $42.30 p/h  
TC L4: $43.59 p/h  
TC L5: $44.90 p/h  
TC L6: $46.90 p/h  
TC L7: $48.36 p/h