KiwiRail

KiwiRail | Position Description

REGIONAL ROSTER COORDINATOR

Role Purpose:

The Regional Roster Coordinator is responsible for the effective construction and publication of fortnightly rosters across Infrastructure and Metro teams. The role is critical to ensuring appropriate resources are scheduled to meet operational requirements and support the safe and efficient delivery of rail services.

This role requires the ability to assess business needs and to plan ahead, taking into consideration all workforce requirements, resource availability and changing business requirements. You will have highly developed planning and communication skills, excellent attention to detail and you will be a champion for continuous business improvement.

Rosters must adhere to legal requirements, fatigue management standards and be compliant to the collective employment agreement to prevent legal risks and ensure employee well-being.

Health and Safety is critical to the success of KiwiRail and ensuring that every staff member and contractor returns home in the state that they arrived. You will be a safety leader and will be expected to "walk the safety talk"

Key Relationships:

Responsible to: National Planning

Manager

Internal Relationships:
Wider Roster Center Team
Regional Managers
Team Leaders
Workforce Planning Team
Learning and Development
Business Support
Integrated Delivery

External Relationships: Nil

Location: Auckland

Key Responsibilities and Accountabilities

Resource Planning
• Develop and coordinate rosters which optimise the available resource in adherence to rules, process and legislative requirements • Effective roster creation ensures all shifts are covered with minimal overtime • Liaise with stakeholders to ensure rosters are developed to meet business and customer needs as well as ensure proper allocation of workload and resourcing • Identify and review resource conflicts, gaps and upcoming absences and then formulate plans to overcome them • Identifying potential hazards and implementing measures to manage operational risks • All leave requests are submitted into the rostering system in agreed timeframe and any risks or issues identified are escalated with responsible manager
Engage Stakeholders
• Develop and maintain strong and connected relationships with key business leaders and other stakeholders to support workforce productivity and successful delivery of planned work. • Effective communication and collaboration to ensure engagement and management with key stakeholders • Ensure
Continuous Improvement
• Ensure that continuous improvement and customer service are at the heart of everything we do • Regularly review rosters and process; Identify areas for improvements in resource allocation • Ensure business and customer needs are being met • Implement initiatives that improve resource and rostering efficiency
Customer Focus
• Provide a positive customer experience through effective allocation of people resource that provides a robust service • Support a customer-focused culture at KiwiRail • Develop solutions to meet customer requirements • Work with colleagues to improve customer outcomes
Commercial Acumen
• Plan and monitor resource allocation to achieve team objectives • Consider financial implications when making recommendations • Understand and comply with procurement guidelines • Recognise how financial decisions impact KiwiRail's overall position •

Decision Making
Key decision-making requirements of the position include: • **Resource allocation decisions:** Coordinating with team leaders and managers to ensure proper allocation of workload and resourcing. • **Cost Control decisions:** Effective roster creation ensures all shifts are covered with minimal overtime. • **Safety management decisions:** Identifying potential hazards and implementing measures to manage risks.
Health Safety and Wellbeing
• 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

Person Profile

Essential:	Desirable:
• You will have 3+ Years of experience in operations, logistics and/or rail transport • You have a basic working knowledge of legislative requirements for rostering • You can pass regular drug and alcohol screenings • You have strong interpersonal relationships and collaborate well • You have excellent communication skills both written and verbal • You make good decisions and excel at problem solving • You're flexible and practical • You make great decisions and are conscious of the consequences of your actions • You enjoy working both as an individual and as part of a wider team • You enjoy prioritising demands in a fast-paced, dynamic working environment	• 5+ years' experience in operations, logistics, rostering and/or rail transport • Transport industry experience, ideally within the rail environment • Experience with a complex • rostering/scheduling or time and attendance management system • You have a current and valid NZ Driver's Licence

• You take pride and satisfaction in developing the optimal solution to a challenge.	

Education:

Essential:	Desirable:
• Post-tertiary education experience • Hold relevant industry certifications	