



Data Systems Senior Advisor

Position Description – (Auckland)

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|-------------|-------------------------------------|-------------|-----------------------------|
| Team: | N/A | Location: | Auckland |
| Reports to: | Data Insights and Reporting Manager | Job family: | Safety Health and Wellbeing |
| Role Type: | Permanent | | |

About Us

KiwiRail’s Role in Aotearoa, New Zealand

KiwiRail delivers sustainable and inclusive growth for our customers, our communities and our people. For more than 150 years, rail in New Zealand has connected communities, delivered goods and people around the country and showcased our spectacular scenery to the world. Our purpose 'Stronger Connections, Better New Zealand,' speaks to connected people, networks, journeys, experiences, and ways of working that move KiwiRail, the transport sector and New Zealand forward.

Our Workplace

At KiwiRail our values define the behaviour we expect from everyone. We have a team of over 4500 people and every connection we make with each other, our union partners, our customers and all our stakeholders must be of the highest standard.



Health, safety and wellbeing is our number one priority. Good safety is good business

About the Role

Purpose of the role

The Data Systems Senior Advisor is accountable for providing safety intelligence, derived from our accident and incident data (including near miss and Hi Potential incidents) to the Safety, Health and Wellbeing team and the wider business.

The position is also accountable for developing a strategic approach to the collection and management of data related to accidents, near misses and High Potential incidents. The aim being to improve reporting whilst providing an intelligence and benchmarking service which supports the business in risk- based decision making.

The incumbent must be able to analyse data to interpret and facilitate business performance improvement with working knowledge of project finances, creating bespoke spread sheets and being actively involved with implementing an Enterprise-wide Safety Health and Environment Management System. They will be required to act in a specialist advisory capacity and liaise with different Business Units and IT functional units, looking at end to end business and data system improvement and coordinating projects to drive towards deadlines, utilising effective communication.

Key Accountabilities

Within the area of responsibility, this role is required to:

- Developing and delivering a statistical analysis service that supports the business by providing insights on SHW and related statistical data.
- Ensure that management and other need to know parties have accurate, reliable and timely information on which to make decisions.
- Provide SHE data analytical reporting and advice in the development of the Enterprise-wide SHE Risk reporting and Business Unit SHE Risk Reporting.
- Ensure optimum engagement, ownership, compliance and personal accountability.

Key challenges

- Designing dashboards that simplify complex data while remaining intuitive and user-friendly.
- Adapting data models quickly to reflect changing business requirements.
- Facilitating the engagement and input of a wide range of stakeholders and managing expectations.

| Key Relationships | | Manage /Lead | Deliver to | Collaborate with | Advise or inform |
|------------------------------------------------------|-------------------------------------------|--------------|------------|------------------|------------------|
| Here are the key relationships relevant to this role | | | | | |
| Internal | Board and Executive Team | | ✓ | | ✓ |
| | SHW Leaders | | ✓ | | ✓ |
| | SHW Business Partners | | ✓ | ✓ | |
| | Business Unit Line Leaders | | ✓ | ✓ | |
| | Business Intelligence Team | | | ✓ | |
| External | NZTA | | ✓ | | |
| | WorkSafe | | ✓ | | |
| | Ministry | | ✓ | | |
| | Key Contractors and third-party suppliers | | ✓ | | |

What you will do to contribute

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|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health Safety and Wellbeing | <ul style="list-style-type: none"> • Promote a culture of safety and wellbeing within your team. • Respond effectively to safety incidents and near-misses. • Support team members' physical and mental health. |
| Customer Focus | <ul style="list-style-type: none"> • Ensure dashboards are user-friendly and easy to understand. • Collaborate with SHW Leaders, Business Partners, and Line Managers to identify trends and key insights. • Train stakeholders to navigate Power BI and interpret reports effectively. • Work with colleagues to drive improvements in customer outcomes. |
| Systems Management | <ul style="list-style-type: none"> • Ensure main data sources are accurate and up to date. • Validate information entered in the system. • Implement security, documentation, and best-practice methodologies for reporting. • Connect, transform, and integrate data from multiple sources for accurate and actionable insights. • Design and manage data models (tabular/multidimensional) aligned with business and warehouse standards. |
| Reporting and Analytics | <ul style="list-style-type: none"> • Develop and maintain Power BI reports, dashboards, and KPI scorecards that meet business requirements. • Translate business requirements into prototypes, visuals, and embedded analytics solutions. • Maintain and improve reporting systems and data storage in partnership with the Data Insights and Reporting Manager. • Develop advanced analytics to support business strategies. • Deliver insightful reporting and modelling to drive business improvements. |
| Risk Management | <ul style="list-style-type: none"> • Analyse and report SHE data to inform Enterprise-wide SHE Risk reporting. • Support Business Units in developing their SHE Risk Profiles through data-driven insights. • Provide data and benchmarking insights to support risk-based decision-making. • Deliver specialist knowledge to improve organisational risk management capability. |

Decision Making

The position is accountable for decisions regarding the design, development, and delivery of dashboards and reports, and for providing advice to stakeholders and team members on data insights and reporting decisions.

Key decision-making requirements include:

- Design and development of dashboards and reports to meet business needs.
- Ensuring data accuracy, integrity, and consistency in reporting.
- Prioritisation of reporting tasks, scheduling updates, and resource allocation for dashboard projects.

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|---------------------------------------|-----|
| Human Resources Delegations | Nil |
| Direct reports | Nil |
| Finance Delegations | Nil |
| Budget (operating and capital) | Nil |
| Travel Delegations | Nil |
| Statutory powers | Nil |

Physical demands and the nature of work

This role is administration-based and requires:

- prolonged sitting and high computer usage.
- limited walking, standing, twisting, bending (at the waist), crouching (bend knee).
- carrying of laptop and paperwork when alternating between home and office.
- limited lifting of up to 7 kg archive boxes.

Your role may include other tasks suited to your level, as your manager directs. This job description shows your current duties. We'll review and update it with you if your responsibilities change.

About you

Knowledge and experience

- Advanced experience in data analysis, reporting, and visualisation.
- Proficiency with Power BI, SQL, and other data management tools.
- Strong knowledge of data modelling, ETL processes, and database structures.
- Experience with statistical analysis and translating data into actionable insights.
- Understanding of data governance, quality, and security principles.
- Excellent communication skills to present complex data to non-technical stakeholders.

Ways of working / Work-related qualities

- Able to communicate professionally and engage with people throughout KiwiRail.
- A strong determination and mind-set to make things happen and the self-discipline to follow through.
- Commitments to the safety, health and wellbeing values at Kiwirail.

Qualifications

You need either:

- Bachelor's degree in Data Science, Statistics, Computer Science, Information Systems, or a related field.
- Experience in large scale data system design development and implementation.

**CREATING
STRONGER
CONNECTIONS**

The KiwiRail logo, featuring the word "KiwiRail" in a bold, sans-serif font, followed by a stylized graphic of a kiwi bird's tail feathers.