



Supply Planner

Team:	Operations	Location:	Auckland, Wellington, Christchurch
Reports to:	GM Supply Chain Planning		
Role Type:	Permanent		

About Us

KiwiRail's Role in Aotearoa, New Zealand

KiwiRail, a proud State-Owned Enterprise, delivers sustainable and inclusive growth for our customers, communities, and people.

For more than 150 years, rail in New Zealand has connected communities, delivered freight and passengers around the country, and showcased our spectacular scenery to the world. Our purpose—Hononga Whaikaha, Oranga mo Aotearoa (Stronger Connections, Better New Zealand)—speaks to connection with our customers and the future needs of their businesses, connection with the communities we serve and operate in, and connection with each other. KiwiRail is carrying this legacy into the future, delivering connected rail and shipping transport services that create economic, social, and environmental value for New Zealand and New Zealanders.

Our Workplace

At KiwiRail, our values define the behaviour we expect from everyone. We have a team of over 4000 people, and every connection we make with each other, our union partners, our customers and all our stakeholders must be of the highest standard.



Safety, health, and well-being are our number one priority, ensuring our people return home safe and healthy every day.

About the Role

Purpose of the role

KiwiRail is in a phase of significant transformation to modernise and grow our rail and Interislander ferry services in Aotearoa.

The South Island Planner is responsible for developing the aggregate 36-month supply plan, assists in optimising operational performance, and collaborates across other departments to align all participating functions to the one aggregate supply plan. This position requires a combination of excellent analytical skills, supply chain knowledge, and strong communication abilities.

The role is also responsible for developing, optimizing, and maintaining medium- to long-term supply plans that balance demand, network capacity, fleet availability, and operational constraints. The role ensures rail freight services can be delivered safely, efficiently, and reliably by aligning customer needs with locomotive, wagon, crew, terminal, and maintenance capacity.

Key Accountabilities

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

- Translate monthly demand forecasts into a corresponding aggregate supply plan for supply point leaders to assess their department's capability, incorporating capacity, fleet, network, and maintenance considerations, and clearly highlighting required operational changes, issues, risks, and opportunities across relevant planning horizons.
- Ensure aggregate supply plans align with company policies and demand forecasts, while remaining executable and feasible through engagement with operational and planning teams and alignment to the Integrated Business Planning (IBP) cycle.
- Conduct scenario planning and risk assessments to enhance the robustness of aggregate supply plans, testing sensitivities to constraints, outages, and changes in demand or operating assumptions.
- Analyse and interpret supply patterns and their business implications, including utilisation, constraints, and performance trends, to support informed decision-making and continuous improvement.
- Prepare and present regular reports on supply plans, capacity utilisation, and plan accuracy, using clear analysis and visualisation to support IBP reviews, operational planning, and stakeholder understanding.
- Use data visualisation tools to communicate insights effectively, ensuring complex planning information is accessible and decision ready for a range of audiences.

Key challenges

- Translating evolving demand forecasts into a feasible and resilient aggregate supply plan, while balancing network capacity, fleet availability, maintenance requirements, and operational constraints.
- Managing complexity and trade-offs across competing priorities (service performance, cost, asset utilisation, and risk) in a dynamic and constrained operating environment.
- Responding effectively to disruptions, outages, and changing assumptions, requiring frequent plan adjustments while maintaining alignment to IBP and longer-term objectives.
- Influencing outcomes through cross functional collaboration, often without direct authority, to ensure plans are understood, accepted, and executable by operational teams.
- Ensuring planning insights and recommendations are clear, timely, and decision ready, despite imperfect or incomplete data.

Key Relationships

Here are the key relationships relevant to this role

	Manage /Lead	Deliver to	Collaborate with	Advise or inform
Commercial and Growth			✓	
Demand Planners			✓	
Rolling Stock Asset Integrity			✓	
Integrated Train Planning			✓	
Operations Leadership			✓	
Supply Chain Planning		✓	✓	
Operations IIL			✓	
Infrastructure maintenance			✓	

What you will do to contribute

Health Safety and Wellbeing	<ul style="list-style-type: none"> • Implement safety procedures and ensure team compliance • Analyse workplace risks and develop mitigation strategies • Support team members' physical and mental health
Customer Focus	<ul style="list-style-type: none"> • Provide a positive customer experience • Develop solutions to meet customer requirements • Solve complex customer issues • Work with colleagues to improve customer outcomes
High Performing Teams Skills	<ul style="list-style-type: none"> • Set clear performance standards aligned with KiwiRail's goal • Provide timely and constructive feedback • Actively seek diverse perspectives in problem-solving
Commercial Acumen	<ul style="list-style-type: none"> • Consider financial implications when making recommendations • Recognise how financial decisions impact KiwiRail's overall position
Continuous Improvement	<ul style="list-style-type: none"> • Work with teams to identify opportunities to enhance supply planning processes and tools. • Analyse data to uncover inefficiencies and identify actionable solutions. • Collaborate with teams to implement best practices and streamline workflows. • Monitor performance metrics to drive ongoing improvements in supply chain efficiency. • Stay updated on industry trends and advancements to adopt innovative approaches. • Able and interested to learn KiwiRail system and planning tools. • Engage in and participate in initiatives aimed at reducing costs and improving service levels.
Supply Planning	<ul style="list-style-type: none"> • Build and maintain supply plans across weekly, monthly, and long-range horizons, ensuring alignment to the Integrated Business Planning (IBP) cycle. • Model and scenario-test supply constraints (fleet, network, crew, terminals, maintenance windows) to determine feasible service levels. • Translate demand forecasts into capacity requirements and identify risks or gaps in achieving plan targets.
Fleet & Capacity Management	<ul style="list-style-type: none"> • Optimise the allocation and rotation of locomotives and wagons to meet service, cost, and utilisation objectives. • Coordinate with Fleet, Asset Management, and Maintenance teams to incorporate outages, inspections, and heavy maintenance into the supply plan.

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- Monitor capacity usage and identify bottlenecks, inefficiencies, and improvement opportunities.
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**Cross-Functional
Collaboration**

- Work closely with Demand Planning, Operations, Commercial, Terminals, and Network Control to ensure plans are accurate, executable, and well-communicated.
 - Provide clear planning inputs into the monthly IBP cycle, including Supply Review insights, risks, and required decisions.
 - Support Commercial teams with supply feasibility checks for new business and major customer changes.
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Performance & Reporting

- Track execution performance against the supply plan and analyse variances.
 - Provide regular reporting on fleet utilisation, capacity constraints, recovery plans, and planning KPIs.
 - Support continuous improvement initiatives in planning processes, tools, and data quality.
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Decision Making

Key decision-making requirements of the position include:

- Resolving conflicts between capacity constraints and demand forecasts
- Working with supply points to identify and mitigating risks in the supply chain.
- Adjusting plans in response to unforeseen disruptions or changes in demand.

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

- You have experience in supply planning, production planning, logistics planning, or rail operations.
- You have strong analytical skills with competency in planning systems, modelling, and scenario analysis.
- You have an understanding of rail operations, asset constraints, or transport logistics (desired).
- You have an ability to communicate complex operational constraints in simple, actionable terms.
- You have proven stakeholder engagement across operational, commercial, and technical functions.

Ways of working / Work-related qualities

- You are a systems thinker with a continuous improvement mindset.
- You are collaborative, transparent, and effective communicator.
- You are comfortable with complexity and capable of balancing long-term planning with short-term realities.
- You are detail-oriented while maintaining a clear understanding of end-to-end flow.

Other Requirements

- You can pass regular drug and alcohol screenings
- You have a current and valid NZ Driver's Licence

Qualifications

You need either:

- You have a relevant degree in Supply Chain planning, Logistics or analytics
- You have a post-tertiary education experience

And

- You hold relevant industry certifications

**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.