



# Supply Chain Analyst

## Position Description

<b>Team:</b>	Operations	<b>Location:</b>	Auckland
<b>Reports to:</b>	GM Supply Chain Planning		
<b>Role Type:</b>	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 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.

**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 Supply Chain Analyst role provides analytical insight and operational intelligence to improve planning, reliability, and efficiency across the rail freight supply chain. The role supports capacity planning, network performance monitoring and continuous improvement initiatives to enable safe, reliable, and cost-effective freight operations.

### Key Accountabilities

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

- Support the monthly Integrated Business Planning (IBP) cycle with data analysis and scenario modelling, ensuring inputs are timely, analytically robust, and tailored to inform trade-off decisions across demand, supply, and capacity.
- Recommend supply adjustments based on network capacity, asset availability, and operational constraints, balancing service reliability, cost efficiency, and asset productivity.
- Evaluate rail network utilisation, wagon and locomotive availability, and terminal throughput, providing a clear view of capacity, constraints, and performance risks.
- Identify bottlenecks, inefficiencies, and optimisation opportunities across the end-to-end supply chain, translating analysis into practical improvement opportunities and decision recommendations.
- Produce models that simulate alternative operating scenarios, timetables, or asset configurations, enabling comparison of options and impacts under different operational and demand conditions.
- Develop dashboards and regular reporting on service performance, asset utilisation, and cost drivers, maintaining strong data accuracy, consistency, and governance to ensure outputs are trusted and decision-ready.
- Provide insights that support operational decisions and strategic planning, clearly articulating implications, risks, and options for both technical and non-technical stakeholders.
- Lead or contribute to initiatives that improve freight planning, customer service, cost performance, and operational resilience, working collaboratively across Operations, Commercial, Network Planning, Assets, Terminals, and Finance.

### Key challenges

- Analysing complex and dynamic supply chain data to provide actionable insights in a fast-paced operational environment.
- Balancing the need for accuracy and timeliness in reporting and recommendations, often with incomplete or evolving data.
- Engaging with a wide range of stakeholders to drive process improvements and implement change across the supply chain.

<b>Key Relationships</b> Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Supply Chain Planning Team		✓	✓	✓
	Commercial / Sales Operations		✓	✓	
	Operations Planning (Network Operations, Planning & Performance)		✓	✓	
	Port and Terminal Operators			✓	
	Fleet Logistics and Inventory Teams			✓	
	Rolling Stock Asset Integrity Team			✓	
	Corporate Functions - Finance, IT			✓	✓
External	Suppliers		✓	✓	
	Freight Distribution and Courier service providers		✓	✓	

## What you will do to contribute

<b>Health Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Implement safety procedures and ensure team compliance</li> <li>• Analyse workplace risks and develop mitigation strategies</li> <li>• Promote a culture of safety and wellbeing within your team</li> <li>• Respond effectively to safety incidents and near-misses</li> <li>• Support team members' physical and mental health</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>• Provide a positive customer experience</li> <li>• Support a customer-focused culture at KiwiRail</li> <li>• Know our services well and explain them to customers</li> <li>• Respond quickly to customer needs</li> <li>• Develop solutions to meet customer requirements</li> <li>• Solve complex customer issues</li> <li>• Work with colleagues to improve customer outcomes</li> </ul>
<b>High Performing Teams Skills</b>	<ul style="list-style-type: none"> <li>• Set clear performance standards aligned with KiwiRail's goal</li> <li>• Build a supportive and cooperative team environment</li> <li>• Provide timely and constructive feedback</li> <li>• Actively seek diverse perspectives in problem-solving</li> <li>• Identify opportunities for coaching and mentoring</li> </ul>
<b>Commercial Acumen</b>	<ul style="list-style-type: none"> <li>• Plan and monitor resource allocation to achieve team objectives</li> <li>• Consider financial implications when making recommendations</li> <li>• Understand and comply with procurement guidelines</li> <li>• Work with suppliers to ensure quality outcomes</li> <li>• Recognise how financial decisions impact KiwiRail's overall position</li> </ul>
<b>Demand &amp; Supply Planning</b>	<ul style="list-style-type: none"> <li>• Support the monthly Integrated Business Planning (IBP) cycle with data, analysis, and scenario modelling.</li> <li>• Recommend supply adjustments based on network capacity, asset availability, and operational constraints.</li> </ul>
<b>Network &amp; Capacity Analysis</b>	<ul style="list-style-type: none"> <li>• Evaluate rail network utilisation, wagon and locomotive availability, and terminal throughput.</li> <li>• Identify bottlenecks, inefficiencies, and optimisation opportunities across the end-to-end supply chain.</li> <li>• Produce models that simulate alternative operating scenarios, timetables, or asset configurations.</li> </ul>
<b>Performance Reporting &amp; Insights</b>	<ul style="list-style-type: none"> <li>• Develop dashboards and regular reporting on service performance, asset utilization and cost drivers.</li> <li>• Provide insights that support operational decisions and strategic planning.</li> <li>• Ensure accuracy, consistency, and governance of supply chain data.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Lead or contribute to initiatives that improve freight planning, customer service, cost performance, and operational resilience.</li> </ul>

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- Work cross-functionally with Operations, Commercial, Network Planning, Terminals, Assets, and Finance teams.
  - Support process standardisation and digitisation of planning and reporting.

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**Stakeholder Engagement**

- Communicate analytical findings clearly to technical and non-technical stakeholders.
  - Build constructive working relationships with operational teams and commercial partners.
  - Provide data-driven recommendations to influence decision-making
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## Decision Making

The role operates with a high degree of analytical autonomy and is accountable for influencing operational and planning outcomes through evidence-based recommendations. Key decision-making accountabilities include:

- Makes day-to-day analytical and planning decisions within the scope of supply chain performance, reporting, and capacity analysis.
- Recommends operational and supply responses to inform IBP, network planning, and short- to medium-term decisions, balancing capacity, cost, and risk.
- Provides data driven advice that influences decisions, recognising final decision authority sits with senior operational and planning leaders.

<b>Human Resources Delegations</b>	Nil
<b>Direct reports</b>	Nil
<b>Finance Delegations</b>	Nil
<b>Budget (operating and capital)</b>	Nil
<b>Travel Delegations</b>	Nil
<b>Statutory powers</b>	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 strong analytical and problem-solving capability.
- You have experience with supply chain, logistics, transport, or operations planning.
- You are proficient with data tools (e.g., Power BI, SQL, Excel, Python/R desirable).
- You can translate data into practical operational insights.
- You have strong communication and stakeholder engagement skills.
- You have experience in heavy transport, rail, freight, or similar asset-intensive industries.
- You have knowledge of IBP/S&OP processes and network modelling or optimisation techniques.

### Ways of working / Work-related qualities

- You prioritise safety by identifying and addressing hazards, ensuring the wellbeing of others.
- You are curious, data-driven, and have a systems-thinking mindset.
- You communicate clearly and tailor your approach to different audiences.
- You collaborate proactively and contribute positively to team outcomes.
- You stay calm and composed in the face of challenges or ambiguity.

### Other Requirements

- You are comfortable in fast-paced operational environments.
- You are committed to safety, service, and continuous improvement.

### Qualifications

- You have a relevant degree or equivalent experience in supply chain, logistics, transport, or a related field

**CREATING  
STRONGER  
CONNECTIONS**