

**Planning Analyst
Lower North Island
COO Group**

Purpose:

The Planning Analyst is responsible for assisting the National Planning Manager with the provision of analysis, monitoring and reporting on key business drivers for the Lower North Island. This role is pivotal in ensuring we maximise growth and efficiency opportunities and operational excellence through the provision of actionable information and analysis.

In addition, the Planning Analyst position is responsible for supporting National Planning Manager in the role, Operational Safety and Occupational Competency functions for the Lower North Island.

The Planning Analyst will support the National Planning Manager by assisting with coordinating the internal business planning and budget process for the Lower North Island. Report on labour productivity to facilitate a culture of “measure, monitor and manage” across the Lower North Island.

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. Consistency and repeatability of operational functions are critical factors to the safe delivery of customer services. You will be a safety leader and will be expected to “walk the safety talk” and lead your area of responsibility and team to be a centre of excellence for safety.

Analyst Role:

Planning Analyst, to the National Planning Manager for the Lower North Island, this role has specific responsibility for:

- Assisting with creating and communicating the agreed shared outlook for KiwiRail
- Assisting with creating and enhancing an engaged culture throughout KiwiRail
- Providing support to the commitment to keep the business tightly controlled while driving an attitude of growth and improvement
- Assisting with creating visibility of the key information for the Lower North Island area so that it is easily shared and understood by the business as a whole
- Assisting with growing and developing diverse talent within KiwiRail and ensuring that succession is front of mind in decision making
- Committing to a bottom-up approach (HPHE) to problem solving and involving people from all parts of the team, including frontline staff, in key decision making



In addition to the points above this position will be active, positive and contributing member of the Lower North Island team and be prepared to work across the group, assist colleagues within the region and provide peer and system support.

Dimensions:

Reports to: National Planning Manager

Responsible for: No direct reports

Location: Local Depot

Budget: Nil

Internal Contacts: Other regional Business Managers and their teams
Other COO Managers
Centres of Excellence - Customer Delivery, Planning and Engineering and Continuous Improvement
Performance Reporting Manager
Workbank Planners/Schedulers and Analysts in other areas of COO
PMO
Contracts Manager (Procurement)
Shared Services BUs – HR, ZH, CFO

External Contacts: Key contractors and suppliers
RMTU
Customers
Local and Regional Authorities

Key Accountabilities

Planning & Performance

- Assist with leading the operational, capability and cultural shift towards customer experience, employee engagement and commercial returns.
- Assist with embedding behavior which drives increased diversity, engagement, capability and performance.
- Actively demonstrates and facilitates new and different ways of working across teams, encouraging bottom-up engagement and collaboration and creating environments that promote different thinking and ideas.
- Demonstrate a culture that is focused on effective relationships and engagement with our customers (both internal and external), our stakeholders and broader communities.
- Collate, analyse and report on productivity trends
- Audit data quality to ensure accuracy and completeness
- In conjunction with the Business Manager, contribute to the design and execution of strategy, programmes and initiatives across the Lower North Island region.
- Assist the Business Manager with providing strategic analysis, advice and information to support customer/sector growth opportunities including the preparation of business cases.
- Assist with translating and delivering strategies, programmes and initiatives into tactical operational activity across Lower North Island.

- Assist with delivering and monitoring regular business reporting across the region and ensure it's aligned to key objectives and supports the development and achievement of KPIs throughout the region and group.
- Collaborate with the Business Manager and other leaders within the COO Group to ensure consistency of high quality business management, standards and practices is provided to the group.
- Supporting the regional leadership team's business planning through the provision of information to support operational and CAPEX planning; and development of KPIs for the regional team.
- Promote data quality and ensure that analysis is mainly proactive rather than reactive.

Analysis and Reporting

- Assist with the analysis and modelling of operational performance, cost, trends and forecasts and provide appropriate advice and recommendations.
- Assist the Business Manager with maintaining a commercial overview of regional activity to identify and investigate any opportunities and challenges.
- Assist managers within the regional team with analysis.
- Ensure the provision of accurate monthly reporting including robust analysis, commentary and insight of actual and forecast performance.
- Carry out analysis of operational performance, trends and forecasts and make appropriate recommendations
- Ensure significant variances and trends in business performance are monitored and reported and that strategies are put in place to improve the quality of analysis and forecasting.
- Mine data and report on other key activities that impact productivity and cost e.g. vehicle usage, productive time available on track, green time, different ways of working and the use of new technology
- Report in line with the business plan and relevant line KPI's

Compliance and Shared Services

- Assist with assurance and reporting for regional operations are compliant with regulatory and policy requirements to ensure safety and license to operate is maintained.
- Assist with identifying any non-compliance in conjunction with regional leaders ensuring mitigations and actions are in place to rectify any issues.

Engage Stakeholders and Customers

- Understand and develop strong and connected relationships with key business leaders, unions and other stakeholders, ensuring customer, operational and delivery requirements are met.
- Facilitate collaboration and connection across the regional teams, with the Centre's of Excellence and wider KR Business Units.
- Ensure that all activity supports a customer-led strategy, drives innovation and growth and delivers the right outcomes for customers.

Zero Harm

- Assist with delivering improved Zero Harm performance and challenge all teams to demonstrate and exceed business safety targets and strive to achieve 'zero harm'.
- Demonstrate a strong commitment to safety and model safety behaviours at all times.
- Assist with the identification of hazards and unsafe work practices, hazard register updates, safety inductions and zero harm communications to ensure staff, contractors and visitors are aware of and take appropriate steps to avoid risks.

- Assist with monitoring accidents/incidents and workplace injuries to ensure they are reported in a timely manner, corrective actions are implemented, and rehabilitation plans are in place and managed effectively.
- Assists in the review of Health & Safety statistical reports on workplace accidents and incidents to identify trends and initiate corrective actions for the reduction of LTIs, MTIs, collisions and derailments.
- Assist with promoting the effects of work on health, that there are proactive monitoring regimes in place and that measures are being taken based on factual evidence to minimize any health harm risks.
- Environmental sustainability is a strength of rail. While there are natural advantages we need to ensure that these are matched with a focus on sustainable practices in the way we work.
- 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.

Person Profile

Essential:

- A working knowledge of Microsoft Office products including Word and Excel
- Experience within the rail, transport or logistics industries is desirable.
- Strong commercial acumen, including experience in analysing, interpreting, troubleshooting and applying problem solving techniques to technical and business data with the ability to translate data to inform others and make sound recommendations to the business.
- Strong relationship and communication skills, with demonstrated ability of building relationships, influencing collaboratively and engaging with leaders and stakeholders to enable the delivery of effective outcomes.
- Ability to work collaboratively building effectively relationships and creating strong networks and partnerships.
- Innovative and agile, with proven ability to listen, adjust and change as business / customer needs change.

Education

Essential:

- Relevant tertiary qualification.