

## **Business Support Rolling Stock Asset Services**

### **Purpose:**

To provide a wide range of professional administrative and management support to a range of Leaders and staff across the RSAS business. Develop initiatives to improve and streamline administrative support functions for the RSAS teams, including standardisation of administrative systems, processes and procedures across the region as well as wider business. To assist in the development and growth of the Shared Services support model for Information Systems and Business Support function of RSAS.

Commitment to KiwiRail's 'core values' will be essential with strong emphasis on Safety culture and compliance.

### **Dimensions:**

<b>Reports to:</b>	Information Systems and Business Support Leader
<b>Responsible for:</b>	N/A
<b>Location:</b>	Palmerston North
<b>Internal Contacts:</b>	RSAS Managers and staff Accounts Payable and Finance Teams Learning and Development Team Safety, Health and Wellbeing Team Other Administration Staff
<b>External Contacts:</b>	Suppliers Contractors External Labour Suppliers

## **Key Accountabilities**

<b>General Administration &amp; Customer Support</b>
<ul style="list-style-type: none"><li>• Carry out a range of varied administration tasks which support the running and organisation of the RSAS business. General administration tasks will include, but are not limited to</li><li>• Management of filing and records control</li><li>• Organising meetings and related facilities e.g. travel, venue; catering etc.</li><li>• Ensure all deadlines and data are up to date, accurate and processed in a timely manner.</li><li>• Reception duties when required</li><li>• Office facilities, including servicing and maintenance of equipment and premises.</li><li>• Establish filing structure and site records</li><li>• Provide support and cover in the absences of other Business Support staff.</li><li>• Other similar duties that arise</li></ul>
<b>Business System &amp; Compliance</b>
<ul style="list-style-type: none"><li>• Lead and maintain all the necessary skills and safety observations held by RSAS staff are compliant via KiwiRail's Learning Management Systems (KLE).</li><li>• Support in depot compliance documentation updates.</li><li>• Purchase order creation, goods receipting and verification of invoices when required.</li><li>• Procuring and managing stock of a range of office items such as Personal Protective Equipment /Clothing (PPE), stationery products, IT Hardware and other office supplies.</li><li>• Process and manage Periodic Medicals through the system and support managers as required</li><li>• Management of Annual Health Monitoring programme for all RSAS front line staff</li><li>• Identify and implement process changes to improve efficiency and effectiveness of SAP data entry and input.</li><li>• Assist with providing safety induction to various visitors to offices only and ensure that they have necessary PPE with them</li><li>• Contribute to recommendations and implementation of solutions to adapt standard operations within the Business Support functions.</li><li>• Other similar duties that arise.</li></ul>
<b>Finance/Payroll</b>
<p><b>Payroll/Digital Timesheets</b></p> <ul style="list-style-type: none"><li>• Daily Timesheet data/reconciliation checking in SAP</li></ul> <p><b>Accounts Payable</b></p> <ul style="list-style-type: none"><li>• Initiation of the procurement process by creating purchase orders for vendors as required</li><li>• Purchase Order monitoring and follow up for closure</li><li>• Entry of goods receipts into as required</li><li>• Problem solving where vendor invoices are inconsistent with purchase orders and goods receipting</li></ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"><li>• Liaison with the Finance department to provide additional information where queries exist.</li><li>• Daily clearing of Blocked invoice report to ensure timely vendor payment</li><li>• Assistance in the month end financial process supporting business unit accountants, e.g. Ensure all Goods receipts processed, Old PO's closed and invoices cleared.</li></ul>
<b>Training and Development</b>
<ul style="list-style-type: none"><li>• Lead the disciplines and processes required for all compliance in KLE.</li><li>• Manage KLE (Training system) to ensure that licence to operate competencies and skills are up to date, booked and completed before going overdue.</li><li>• Assist with booking of travel for employees to training locations</li><li>• Support managers to ensure all skills and competencies are achieved on time</li></ul>

### **Safety, Health and Well being**

- 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**

<b>Essential:</b>	<b>Desirable:</b>
Experience and Knowledge: <ul style="list-style-type: none"><li>• Minimum 3 years' experience in an administrative role</li><li>• High level of knowledge of Microsoft Office specifically Word, Excel, power point</li><li>• Working knowledge of SAP</li><li>• Understanding of finance functions such as invoicing</li><li>• Positive and proactive with a 'Can-do' attitude</li><li>• High level attention to detail</li><li>• Strong oral and written communication skills and attention to detail</li><li>• NZ Drivers Licence to move between sites</li></ul>	Experience and knowledge: <ul style="list-style-type: none"><li>• A working knowledge of SAP</li><li>• Experience working in production environment</li><li>• Previous experience of working in a small team and or self-managing role.</li></ul>

### **Education:**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"><li>• NCEA Level 2 or equivalent</li><li>• Full Class One New Zealand drivers' licence</li></ul>	<ul style="list-style-type: none"><li>• A Tertiary qualification in Administration or Business</li></ul>