

## Business Systems Support Rolling Stock Asset Services

### Purpose:

The Business Systems Support role is responsible for delivering and maintaining a fully functional and effective Business Systems solutions for RSAS. The primary responsibility of the Business Systems Support role is to review, evaluate, and execute changes to the reporting modules of RSAS systems in Power BI and other systems.

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>   | Nil  |
| <b>Location:</b>          | Christchurch   |
| <b>Internal Contacts:</b> | RSAS group – Management team<br>Relevant peers in Operations, BI support, Zero Harm, Finance, IT |
| <b>External Contacts:</b> | External maintenance providers   |

### Key Accountabilities

#### Delivery

- Recommend, design, develop and implement solutions to data validity and access problems by development of computer programs to interact with various business systems and databases.
- Deliver Dash boards and reports to meet the business needs
- Use Power BI to translate technical, analytical and numerical data into simple, clear and meaningful insights
- Develop and manage the data analytics to support the business
- Publish key reporting metrics for the wider RSAS business unit.
- Establish data visualisation standards across the business
- Growing a community of self-service users within business departments and teams, ensuring they have access to curated and trusted data sources to rapidly build insights



- Developing, enhancing, optimising and maintaining Power BI datasets and reports to support business users
- Conducting user acceptance testing of datasets and reports to ensure completeness and accuracy of data
- Contributing towards developing and implementing an overall data strategy and data governance framework

## **Business and Compliance**

- Ensure all reports are developed, maintained, and published in-line with Information Systems and Business Support procedure and overarching strategy.
- All completed reports to have User Guides created and maintained and establish filing structures and records
- Ensure and maintain data integrity within all reports issued by Information Systems team and be the custodians of RSAS team's data by using only trusted data sources when developing and publishing reports.
- Reviewing and vetting data before applying to reports.
- Directing data inaccuracies back to the applicable person to correct before the reports are released.
- Recommending and assisting in implementing data quality improvements into Computerised Maintenance Management System (CMMS).
- Assisting with the integration of local RSAS reports into the official KiwiRail Business Power BI system and be a driver for continuous improvement for wider RSAS teams.

## **Training and Development**

- Provide training to upskill self-service users, to increase their ability to conduct analysis work in Power BI rather than excel
- Attend sessions when required nationally to gain information and understanding for development of reporting data

## **Zero Harm**

- 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>  |
|--|--|
| <p>Experience and knowledge:</p> <ul style="list-style-type: none"><li>• 2 to 4 years previous experience working with Microsoft Power BI reporting suite.</li><li>• 3 to 5 years' experience in Reporting or System Administration roles.</li><li>• Good knowledge of Power Query and DAX</li><li>• Positive and proactive with a 'Can-do' attitude</li><li>• High level attention to detail</li><li>• Inquisitive, self-motivated and able to self-manage</li><li>• A working knowledge of administrative tasks.</li></ul> | <p>Experience and knowledge:</p> <ul style="list-style-type: none"><li>• A working knowledge of SAP</li><li>• Experience of working with Project Management tools</li><li>• Previous experience of working in a small team and or self-managing role.</li><li>• Master Data Management</li></ul> |

## **Education:**

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