



Fleet Operations Lead

CFO Group

Team:	Treasury and Insurance	Location:	Wellington
Reports to:	Fleet Manager	Job family:	Finance
Role Type:	Full Time	Salary:	TBC

About Us

KiwiRail's Role in Aotearoa, New Zealand

KiwiRail delivers sustainable and inclusive growth for our customers, our communities and our people.

For more than 150 years, rail in New Zealand has connected communities, delivered goods and people around the country and showcased our spectacular scenery to the world. Our purpose 'Stronger Connections, Better New Zealand,' speaks to connected people, networks, journeys, experiences, and ways of working that move KiwiRail, the transport sector and New Zealand forward.

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.



Health, safety and wellbeing is our number one priority. Good safety is good business

About the Role

Purpose of the role

The purpose of the Fleet Operations Lead is to provide support to KiwiRail's vehicle fleet management function. This role will be responsible for the proactive response and prevention of issues discovered through the business-as-usual use of the motor vehicle fleet.

This role will see you engagement with all parts of the organisation and externally with our fleet management providers.

Our fleet travels in excess of 20 million kilometres annually and as such the Kiwirail fleet team are embarking on a significant transformation process whereby we are taking a fresh look at what we do, why we do it, and where we can add value to the organisation. This is an exciting time to be on board.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to "walk the safety talk".

Key Accountabilities

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

- Own the Fleet Replacement schedules and delivery – within budget
- Vehicle Inspections – Ensure that Condition Audits are fit for purpose in delivery and outcome
- Vehicle Critical Risk Network – Investigations /Involvement
- Supplier Management
- Utilisation monitoring, and strategic vehicle deployment – making sure the right vehicle is available, in the right place, at the right time, for the right cost.

Key challenges

- Leveraging key relationships to successfully deliver changes to the fleet operating model
- Managing and analysing complex and sensitive issues
- Facilitating the engagement and input of a wide range of stakeholders and managing expectations

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Fleet Management Team		✓	✓	✓
	Finance Team		✓	✓	✓
	Business Unit Contacts	✓	✓	✓	✓
	Accounts Payable		✓	✓	✓
	Group Procurement		✓	✓	✓

External	Suppliers		✓	✓	✓
	Fleet Management Providers	✓	✓	✓	✓
	New Zealand Transport Agency		✓	✓	✓



What you will do to contribute

Health Safety and Wellbeing	• Promote a culture of safety and wellbeing within your team • Respond effectively to safety incidents and near-misses • Support team members' physical and mental health
Customer Focus	• Provide a positive customer experience • Support a customer-focused culture at KiwiRail • Know our services well and explain them to customers • Respond quickly to customer needs • Work with colleagues to improve customer outcomes
High Performing Teams Skills	• Build a supportive and cooperative team environment • Provide timely and constructive feedback • Actively seek diverse perspectives in problem-solving • Identify opportunities for coaching and mentoring
Commercial Acumen	• Plan and monitor resource allocation to achieve team objectives • Consider financial implications when making recommendations • Understand and comply with procurement guidelines • Work with suppliers to ensure quality outcomes • Recognise how financial decisions impact KiwiRail's overall position
Risk Management	• Identify and forecast risks, issues, and opportunities • Implement risk controls and engage stakeholders in risk management
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Decision Making

The position is accountable for decisions regarding the daily operation of the motor vehicle fleet, ensuring motor vehicle assets are available for use to deliver KiwiRail Services.

Key decision-making requirements of the position include:

- Risk management decisions
- Planning and scheduling decisions
- Both up and downstream thinking
- Demand based vehicle planning
- Fleet activity monitoring and compliance decisions

Human Resources Delegations	Nil
Direct reports	Nil
Finance Delegations	Nil
Budget (operating and capital)	Nil
Travel Delegations	Yes – National
Statutory powers	Transport Service Licence Holder

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

- Knowledge of New Zealand's driver licence laws
- Expertise in asset databases and ability to analyse queries and reports
- You will have 5+ Years of experience in Fleet based roles
- Proficient knowledge of computer tools for information management, including the Microsoft Office Suite
- You can demonstrate a track record of issue troubleshooting, and problem solving
- Good understanding of Road Transport legislation, including Transport Service Licence
- Knowledge of NZTA commercial transport Work time & Logbooks rules

Ways of working / Work-related qualities

- You communicate well at all levels
- You make good decisions and are politically aware
- You're flexible and practical
- You focus on customers' needs
- You have a commercial mindset
- You value diversity and help create an inclusive workplace
- You look for improvement, instead of waiting for guidance
- Able to work as part of a team, and autonomously

Other Requirements

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

Qualifications

You need either:

- A tertiary qualification in a relevant discipline or relevant industry certifications, or
- Relevant direct experience gained in the industry

**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.