



## Supply Planner – Operations Planning

Team:	Operations	Location:	Auckland
Reports to:	Tactical Planning Manager, Integrated Planning & Performance Excellence		
Role Type:	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 4000 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 Planner is responsible for developing the aggregate 36-month supply plan, assist in optimising operational performance, and collaborating across other departments to align all participating functions to the one aggregate supply plan. This position requires a combination of excellent analytical skills, supply chain knowledge, and strong communication abilities.

### Key Accountabilities

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

- Translate monthly demand forecasts into a corresponding aggregate supply plan for supply point leaders to assess their department's capabilities against the aggregate supply plan, highlighting operational changes, issues, risks, and opportunities.
- Ensure aggregate supply plans align with company policies and demand forecasts.
- Conduct scenario planning and risk assessments to enhance aggregate supply plan robustness.
- Analyse and interpret supply patterns and their business implications.
- Prepare and present regular reports on supply plans, capacity utilisation, and plan accuracy.
- Use data visualisation tools to communicate insights effectively.

### Key challenges

- Translate demand forecasts into a corresponding aggregate supply plan.

Key Relationships Here are the key relationships relevant to this role	Manage /Lead	Deliver to	Collaborate with	Advise or inform
Commercial and Growth			✓	
Demand Planners			✓	
RSAS			✓	
Integrated Train Planning			✓	
Operations Leadership			✓	
Integrated Business Planning		✓	✓	
Interislander			✓	
Infrastructure maintenance			✓	

## 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>• 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>• 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>• Provide timely and constructive feedback</li> <li>• Actively seek diverse perspectives in problem-solving</li> </ul>
<b>Commercial Acumen</b>	<ul style="list-style-type: none"> <li>• Consider financial implications when making recommendations</li> <li>• Recognise how financial decisions impact KiwiRail's overall position</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Work with teams to identify opportunities to enhance supply planning processes and tools.</li> <li>• Analyse data to uncover inefficiencies and identify actionable solutions.</li> <li>• Collaborate with teams to implement best practices and streamline workflows.</li> <li>• Monitor performance metrics to drive ongoing improvements in supply chain efficiency.</li> <li>• Stay updated on industry trends and advancements to adopt innovative approaches.</li> <li>• Able and interested to learn KiwiRail system and planning tools.</li> <li>• Engage in and participate in initiatives aimed at reducing costs, and improving service levels.</li> </ul>
<b>Supply Planning</b>	<ul style="list-style-type: none"> <li>• Work with the Demand Planner / relevant stakeholders to convert the monthly demand forecasts into aggregate supply plans, along with changes, risks &amp; opportunities, and scenarios.</li> <li>• Collaborate with supply points to assess their capabilities against the aggregate supply plan, highlighting operational changes, issues, risks, and opportunities.</li> <li>• Conduct scenario planning and risk assessments to enhance aggregate supply plan robustness.</li> <li>• Create and update supply-side assumptions for the IBP process.</li> <li>• Provide a copy of the validated, balanced aggregate IBP supply plan to the Integrated train planning team and relevant supply points.</li> <li>• Communicate weekly with the Supply points and Integrated Train Planning team to ensure the aggregate supply plan is being met and consider operational change impacts.</li> </ul>

## Decision Making

Key decision-making requirements of the position include:

- Resolving conflicts between capacity constraints and demand forecasts
- Working with supply points to identify and mitigating risks in the supply chain.
- Adjusting plans in response to unforeseen disruptions or changes in demand.

<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 3+ years' experience in Planning and proficiency in supply planning principles.
- Knowledge of data analysis and reporting techniques.
- Industry experience in rail, logistics, or supply chain management is a plus.
- Proven ability to balance supply and demand effectively.

### Ways of working / Work-related qualities

- Strong analytical and problem-solving skills.
- Effective collaboration across teams.
- Detail-oriented with accurate forecasting.
- Adaptable to changing conditions.
- Proficient in planning tools and data analysis.
- Results-focused

### Other Requirements

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

### Qualifications

You need either:

- You have a relevant degree in Supply Chain planning, Logistics or analytics
- You have a post-tertiary education experience

And

- You hold relevant industry certifications

**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.