



Asset Management Planner

Infrastructure Engineering Team

Team:	Engineering & Asset Management	Location:	Auckland or Wellington
Reports to:	National Asset Manager – Engineering and Asset Management		
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 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.



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

The Asset Management Planner role is a key role within the Engineering and Asset Management Team. The role will work closely with the Regional Asset Managers to develop the Forward Works Plans for rail infrastructure assets, including 10 year expenditure forecasts to ensure the sustainable and smooth running of the KiwiRail rail network and to provide an attractive and safe customer experience.

The role will monitor business performance against the plan's objectives and targets and continue to review and update the asset plan to reflect agreed changes.

Key Accountabilities

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

- Undertake asset planning activities which align with and give effect to KiwiRail's Network Asset Management Strategies.
- Produce a deliverable 3 year Forward Works Plans; 10 year Forward Works Programmes including capital and operating expenditure forecasts; and Maintenance and Operations Management Plans
- Contribute to the ongoing development of KiwiRail's Network Asset Management Plan and undertake supporting activities to deliver associated improvement plans.
- Responsible for promoting and supporting the implementation of best practice Asset Management initiatives with a strong focus on the robust management of the Maximo Asset Database.

Key challenges

- Delivering robust accurate 3 year and 10 year Forward Works Programmes within tight timeframes to the required deadlines
- Identification and assessment of key risk that will impact on safety and customer service delivery.
- Developing Forward Work Plans which meet multiple parties needs

Key Relationships		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Here are the key relationships relevant to this role					
Internal	National Asset Manager		✓	✓	✓
	Regional Asset Managers		✓	✓	✓
	Engineering and Asset Management team		✓	✓	✓
	Infrastructure delivery teams		✓	✓	✓
	CPAD Programme/Project Teams			✓	✓
External	Consultants and Suppliers				✓
	Auckland Transport and Regional Councils				✓

What you will do to contribute

Health Safety and Wellbeing	<ul style="list-style-type: none"> • Promote and embed a culture of safety in all Asset Planning activities and initiatives. • Analyse risks associated with asset planning activities and develop mitigation strategies • Promote a culture of safety and wellbeing within your team • Respond effectively to safety incidents and near-misses • Support yourself and support team members' physical and mental health
Customer Focus	<ul style="list-style-type: none"> • Provide a positive customer experience during development, implementation and post implementation of the forward works plans • Support a customer-focused culture at KiwiRail • Focus on improving customer outcomes by addressing asset planning challenges that affect safety and reliability of the Infrastructure assets • Respond quickly to customer needs • Develop solutions to meet customer requirements • Collaborate with internal teams to implement forward works plan improvements that lead to better customer satisfaction
High Performing Teams Skills	<ul style="list-style-type: none"> • Set clear performance standards aligned with KiwiRail's goal • 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	<ul style="list-style-type: none"> • 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
Asset Management Planning	<ul style="list-style-type: none"> • Work with the relevant regional/area Asset Engineer and STTE Manager and their teams to ensure that asset master data and condition data contained within Maximo is complete, current and accurate • Use asset condition assessments and asset lifecycle models (including criticality data) as well as preventive maintenance and inspection schedules, and maintenance performance history (both proactive and reactive) to develop bottom up 3-year and 10-year forward work plans (capex and opex) • Engage with relevant Asset Engineer and STTE Manager and their teams to identify their specific asset and network knowledge to determine specific needs/problems that need to be addressed when developing the 3-year and 10-year forward works plans • Take account of specific asset and network knowledge (and associated needs/problems) to refine the bottom up 3-year and 10-year forward work plans and undertake plan reviews with the corresponding Regional Asset Managers and Infrastructure Managers

- Objectively review change requests which have been proposed and produced by the Infrastructure teams and provide support and guidance to ensure that all information requirements are satisfied.
- Ensure the Forward Works Plan is accurately represented in all relevant asset information and management systems (notably Maximo)
- Continually identify and assess key risks that will impact upon network reliability and customer service and therefore future investment.
- Interpret KiwiRail's Principles and Standards to ensure that Asset Management practices meet KiwiRail requirements.
- Monitor asset performance throughout the lifecycle to determine the effectiveness of intervention/investment strategies and plans.
- Contribute to ongoing development of KiwiRail Network Asset Management Strategy, Long Term Plan and Annual Plans.
- Provide financial information on asset expenditure as requested.
- Use the Asset management plan data to assist Operations Managers to compile budgets.

Asset Improvement Initiatives

- Work collaboratively with the other team members to develop clear plans for infrastructure and asset management improvements.
- Promote and support the implementation of best practice Asset Management initiatives.
- Monitor and review the business achievements of asset management against the Asset Management Plan objectives, strategies and targets, in conjunction with others.
- Participate and contribute to weekly planning, operations and other meetings as required.
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Asset Forward Work Planning

- Develop and maintain a detailed 3 year Forward Works Plan (FWP) for the rail network, including a 10-year view of capital and operational spending requirements.
- Support the development and maintenance of compliance reporting tools to
 - monitor key systems for overdue work orders, by priority;
 - monitor key systems for work order backlogs;
 - monitor key systems for the number of open work orders, and completion status;
 - monitor key systems for assets with no maintenance schedule tasks
- Engage with Infrastructure Managers, the IDPP team and Engineering Team Leaders to support the achievement of performance targets.
- Monitoring of activities against the asset management plan and completion of status reports.
- Prepare standard and ad hoc reports on a timely basis and as requested.

Decision Making

Example: **The position is accountable for decisions regarding compiling a balances Forward Works Plans that meet the KiwiRail goals and the expectations of internal and external customers.**

Key decision-making requirements of the position include:

- Balancing forward works programmes that deliver technical excellence with commercial and deliverability considerations to ensure optimal resource allocation and cost efficiency.
- Prioritising continuous improvement initiatives that align with KiwiRail's long-term strategic objectives
- Determining the best practices and new processes to be implemented across KiwiRail's infrastructure teams performance.

Human Resources Delegations	Nil
Direct reports	Nil
Finance Delegations	Nil
Budget (operating and capital)	Nil
Travel Delegations	Nil
Statutory powers	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

- Demonstrated proficiency in data analysis, analytics, and visualisation to support evidence-based asset planning, including the ability to interpret complex datasets, identify trends, and communicate insights through tools such as Power BI, Excel, or GIS platforms.
- 5-10 years demonstrated experience in Asset Management Planning, Scheduling, Information Systems and Works Management
- Experience in working with best practice engineering standards and processes.
- Advanced working knowledge with Microsoft Office Products specifically Word, Excel and PowerBi.
- You know how KiwiRail interacts with other agencies and the Government

Ways of working / Work-related qualities

- You communicate well at all levels
- You make good decisions and are politically aware
- You are results-driven
- You're collaborative and practical
- You focus on customers' needs
- You are organised, responsive and dependable
- You value diversity and help create an inclusive workplace

Other Requirements

- You must pass regular drug and alcohol screenings
- You have a current and valid NZ Driver's Licence
- You are willing to travel nationally as required for the role

Qualifications

You need either:

- You hold a relevant engineering degree or equivalent qualification
- Or relevant experience in a similar field

**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.