Supply Planner - Infrastructure

Position Description

Team:	Integrated Delivery Planning & Performance (IDPP)	**Location:**	Auckland
Reports to:	Programme Manager		
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

KiwiRail is in a phase of significant transformation to modernise and grow our rail and Interislander ferry services in Aotearoa.

The Supply Planner – Infrastructure is the custodian of the Infrastructure supply position within KiwiRail's Integrated Business Planning (IBP) process. The role owns and runs the Infrastructure Supply Review - the critical supply input to the enterprise IBP cycle - confirming Infrastructure's capacity to meet the demand plan across the 4 to 36-month horizon and ensuring Infrastructure components are delivered in-full-on-time within the IBP time horizon.

Central to the role is the deployment and embedding of the IBP framework across Infrastructure. This means operationalising the IBP Playbook in an Infrastructure context - standing up the monthly supply-planning cadence, exception-based replanning discipline, roles and responsibilities, and governance that move Infrastructure from a near-term, reactive and siloed footing to a demand-led, single operating plan. The role builds the standard processes, templates and data that make the Infrastructure Supply Review repeatable, trusted and decision-ready.

Working closely with the Business Performance Manager, the GM IBP and IBP team, Asset Management, Network Integration and delivery groups, the role translates asset, maintenance and project plans into an integrated Infrastructure supply signal. It provides the analytical backbone that lets Infrastructure answer demand questions with confidence, closes the current gaps in Block of Line (BoL) and critical-asset visibility, and secures consistent buy-in for Infrastructure IBP.

Key Accountabilities

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

- **Infrastructure Supply Review Ownership** - own and run the Infrastructure Supply Review end to end - preparing the pack, driving the agenda, tracking actions to closure, and sharing the Infrastructure supply position with IBP stakeholders on a disciplined monthly cadence.
- **IBP Framework Deployment** - deploy and embed the IBP and ITP framework across Infrastructure - operationalising the IBP Playbook, standing up the monthly replanning rhythm, exception-based process, roles and responsibilities, and governance that make Infrastructure demand-led rather than reactive.
- **Supply & Capacity Planning** - build and maintain the Infrastructure demand-versus-capacity view across the 4–36 month horizon, confirming whether Infrastructure supply can meet the demand plan and identifying constraints, bottlenecks and remediation actions.
- **Demand Translation** - convert demand signals from Customer & Growth and Network Integration into a format that lets Infrastructure assess and answer whether the business can meet it.
- **Block of Line (BoL) Visibility -** establish a clear, consistent view of the BoL cycle from draft through consultation, approval, publication and variation, ensuring Network Integration updates feed reliably into IBP so possessions are planned and coordinated with supply.
- **Critical Asset Risk** - surface and quantify critical-asset constraints so customers and stakeholders understand risk and its impact on deliverability.
- **Stakeholder Buy-in & Adoption** - build understanding and adoption of Infrastructure IBP across contributors, demonstrating its value and ensuring the cycle influences real supply decisions.
- **Efficiency & Optimisation** - identify efficiency opportunities and remediation actions that improve readiness, resource utilisation and profitable growth.
- **Financial & Operational Performance** - monitor financial and operational performance measures across the supply position and provide insight that supports financial reconciliation within IBP and improves performance.
- **Continuous Improvement -** mature the Infrastructure IBP data, tools and systems, and continuously raise the discipline and rigour of supply planning.

Key challenges:

- A key challenge for this role is deploying and embedding the IBP framework within Infrastructure while securing consistent buy-in from contributors who do not yet see its value, in an environment where demand is variable and inputs are dispersed across multiple teams and systems. Success will come from operationalising the IBP Playbook in an Infrastructure context, building trusted relationships across IBP, Asset Management, Network Integration and delivery groups, driving data discipline, and turning fragmented asset, maintenance and project data into a single, decision-ready Infrastructure supply position that genuinely influences outcomes.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Business Performance Manager		✓	✓	✓
	GM IBP & Integrated Business Planning team		✓	✓	✓
	Asset Management & Engineering			✓	✓
	Network Integration			✓	✓
	Infrastructure Delivery Groups		✓	✓	✓
	Operations Supply Planning			✓	✓
	Commercial Finance			✓	✓
External	Customer & Growth Stakeholders			✓	✓
	Suppliers & Service Providers			✓	
	Auckland Transport/ CRL (as required)			✓	✓

What you will do to contribute

Health Safety and Wellbeing	• Implement safety procedures and ensure team compliance • Analyse workplace risks and develop mitigation strategies • 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 • Develop solutions to meet customer requirements • Solve complex customer issues • Work with colleagues to improve customer outcomes
High Performing Teams Skills	• 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	• 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
Governance	• Deploy and embed IBP and ITP governance frameworks and the IBP Playbook • Identify and forecast supply risks, constraints and opportunities • Choose and adapt appropriate demand–capacity planning methods • Maintain and mature the Infrastructure IBP and ITP data model
Continuous Improvement	• Choose and adapt appropriate risk management frameworks • Identify and forecast risks, issues, and opportunities in projects • Lead and continuously improve the Infrastructure IBP / ITP and Supply Review process, translating demand into an integrated supply, capacity and Block of Line plan, identifying risks and constraints, driving stakeholder alignment, and providing operational and financial insights to support informed decision-making and delivery

Decision Making

The role operates with a high degree of autonomy in managing the Infrastructure supply planning and Integrated Business Planning (IBP) processes. It is responsible for analysing demand, capacity, Block of Line (BoL) requirements, operational constraints, asset risks, and performance information to identify issues, assess impacts, and recommend actions. The incumbent is expected to challenge assumptions, facilitate cross-functional decision making, and provide data-driven insights that influence supply prioritisation, resource allocation, replanning activities, and risk mitigation strategies. While major investment, funding, and strategic decisions remain with senior leadership, this role plays a key part in shaping those decisions through the provision of accurate analysis, robust planning scenarios, and clear recommendations.

Human Resources Delegations	Nil
Direct reports	Nil
Finance Delegations	Nil Capex
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

- Skilled in supply, demand or capacity planning within an IBP or S&OP environment, including deploying or embedding planning frameworks – a minimum of 5 years' experience
- Strong analytical and data-modelling skills - proficient in Excel and Power BI
- Working knowledge of Maximo (or equivalent asset/EAM systems)
- Clear understanding of KiwiRail Infrastructure delivery groups and the rail network
- You know how KiwiRail interacts with other agencies and the Government

Ways of working / Work-related qualities

- You're flexible, practical and comfortable turning ambiguity into repeatable structure
- You can influence and build buy-in across teams that are new to a planning discipline

Other Requirements

- You can pass regular drug and alcohol screenings

Qualifications

- You have post-tertiary education experience in a relevant discipline (supply chain, planning, engineering, commerce or analytics), or equivalent experience.