



## National Resources Planner/Scheduler

### Position Description

Team:	Integrated Planning	Location:	Hamilton
Reports to:	National Infrastructure Supply Chain Manager		
Role Type:	Fixed Term		

### 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 National Resources Planner/Scheduler is responsible for planning and coordinating wagon fleet and panel lifter requirements across KiwiRail's infrastructure operations. This role ensures effective capacity planning, maintains a valid Master Schedule, and manages changes to optimise resource utilisation. It also coordinates scheduled maintenance to meet manufacturer requirements while minimising disruption to operations and ensuring customer needs are met.

### Key Accountabilities

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

- Develop and maintain a disciplined Master Schedule that reflects agreed demand and optimises resources.
- Coordinate wagon and panel lifter requirements with Regional Workbank Planners and the National Planning Manager.
- Ensure scheduled maintenance and repair activities are planned and executed in line with manufacturer requirements.
- Monitor schedule adherence and stability, ensuring accurate work order allocation for accounting purposes.
- Prepare and distribute forward works programmes with appropriate lead times to all stakeholders.
- Support efficiency and productivity improvements within Supply Chain.

### Key challenges

- Balancing competing priorities and resource constraints across multiple regions.
- Managing schedule changes while maintaining operational stability and customer satisfaction.
- Coordinating with diverse stakeholders in a complex, regulated environment.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	National Infrastructure Supply Chain Manager		✓	✓	
	National Planning Manager				✓
	Regional Workbank Planners			✓	
	Rolling Stock Asset Services Planner/Schedulers			✓	
	Supply Chain Planners			✓	
	Plant Manager			✓	
	Field Production Managers			✓	
	Rail/Site Protection Officers			✓	
	Asset Engineers			✓	

External	Project Managers			✓	
	Zero Harm Advisors			✓	
	Suppliers			✓	
	Subcontractors			✓	
	Union and Employee Organisations				✓

## 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>• Promote a culture of safety and wellbeing within your team</li> <li>• Respond effectively to safety incidents and near-misses</li> <li>• Support team members' physical and mental health</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>• Ensure planning activities meet customer requirements with minimal disruption.</li> <li>• Communicate proactively with stakeholders to support delivery success.</li> <li>• Build strong relationships across the network to influence good planning practices.</li> </ul>
<b>High Performing Teams Skills</b>	<ul style="list-style-type: none"> <li>• Collaborate effectively with internal teams and external partners.</li> <li>• Share knowledge and improvement opportunities across the group.</li> <li>• Attend regional planning meetings and contribute to team success.</li> </ul>
<b>Commercial Acumen</b>	<ul style="list-style-type: none"> <li>• Ensure accurate job cost estimates and cost centre allocations.</li> <li>• Contribute to efficiency and productivity gains through resource optimisation.</li> <li>• Support strategic planning initiatives that deliver sustainable outcomes.</li> </ul>
<b>Other Competencies</b>	<ul style="list-style-type: none"> <li>• Apply sound judgement in decision-making and problem-solving.</li> <li>• Demonstrate resilience under time and customer pressure.</li> <li>• Use digital tools effectively for planning and reporting.</li> </ul>

## Decision Making

The position is accountable for decisions to meet requirements for project and infrastructure teams and for the provision of advice to project team members and relevant stakeholders on day-to-day operational decisions.

Key decision-making requirements of the position include:

- Resourcing, planning and scheduling decisions
- Risk management decisions
- Maintenance timing and efficiency to maximise asset utilisation

<b>Human Resources Delegations</b>	Nil
<b>Direct reports</b>	0
<b>Finance Delegations</b>	Nil
<b>Budget (operating and capital)</b>	\$0
<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 experience working in operational environments and communicating across all levels.
- You understand planning and scheduling principles and can apply them effectively.
- You're proficient in Microsoft Office and SAP for analysis and reporting.
- You can work under pressure and maintain customer focus.
- You have strong problem-solving skills and sound judgement.

### Ways of working / Work-related qualities

- You value safety and integrity in all actions.
- You communicate clearly and foster collaboration.
- You demonstrate resilience and adaptability in a dynamic environment.
- You seek continuous improvement and share knowledge openly.

### Other Requirements

- You hold a current and valid NZ driver's licence.
- You can pass regular drug and alcohol screenings.

### Qualifications

- You have proven literacy and numeracy skills and intermediate MS Office proficiency.
- A relevant tertiary qualification in Supply Chain or related discipline is desirable, or equivalent experience.
- Certification in Production and Inventory Management (CPIM) is advantageous.

**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.