Asset Data Analyst

Position Description – Capital Projects and Development

Team:	Network Readiness	Location:	Auckland
Reports to:	Project Manager	Job family:	N/A
Role Type:	Secondment/Fixed Term Contract	Salary:	N/A

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

KiwiRail is in a phase of significant transformation to modernise and strengthen Aotearoa New Zealand's metro rail network. We're enhancing and modernising our network maintenance to support more frequent passenger services, faster journey times, and increased freight capacity.

The Network Readiness team is the spearhead of our interconnected Metros business, delivering best-in-class safety, consistent service performance, and driving innovation to meet stakeholder and customer obligations. As a standalone business unit aligning Auckland and Wellington operating models, we are committed to intelligent, preventative maintenance supported by sustainable funding. Through a transformation plan focused on safety, intelligence, automation, mechanisation, and asset management, we will meet network capacity demands, generate above-rail revenue, consistently achieve Delivery in Full, on Time (DIFOT) targets, and ensure service levels of excellence across the network by 2030.

Asset Data Analysts work closely with Auckland Metro leaders to analyse the key asset indicators, identify gaps for improvement and make recommendations to the KiwiRail managers to enhance the overall operational performance of the assets in Auckland Metro and Greater Auckland area.

Key Accountabilities

Within the area of responsibility, this role is required demonstrate exceptional support of:

Planning and performance

- Work with Field Asset Engineers, Workbank Planners/Schedulers and Field Production Managers to support efficient scheduling of work to optimize productive time on track (track access)
- Review and provide summary reports on Service Requests and Work Orders thereby providing a continued focus on asset updates and efficiency
- Assist with assurance and reporting for Metros, ensuring compliance with regulatory and policy requirements to ensure safety and license to operate is maintained
- Assist with identifying any non-compliance in conjunction with leaders, ensuring mitigations and actions are in place to rectify any issues
- Actively demonstrate and facilitate new and different ways of working across teams, encouraging bottom-up engagement and collaboration, and contribute to an environment that promotes different thinking and ideas
- Work with Project manager to analyse, report and create PowerBI reports on condition of Infrastructure assets
- Work with multiple sources including but not limited to Maximo, Engineering inspections, Eddy current reports, PAUT reports, NDT reports, EM80 reports ATIS reports to provide better understanding and report around the condition and trending of condition of infrastructure assets
- Collaborate with Infrastructure teams to better understand the requirements of report of different Infrastructure assets

Asset Management

- Act as the SME for the content of Asset Management and Business Plans and associated regional and area Asset Management KPIs
- Analyse and report on asset condition, trends, options, types of materials etc. to support the creation and implementation of effective Asset Management Plans
- Audit asset data quality to ensure accuracy and completeness
- Update Service Requests and Work Orders with information provided by Structure Inspectors, Track Inspectors, PDS Evaluator and Field Asset Engineers

Analysis and Reporting

- Collaborate with the Asset Engineers and Workbank Planners/Schedulers support the production of monthly reports for track capital expenditure and production
- Report Service Requests, Work Orders, Non-Destructive Test (NDT) Data and Engineering Inspections by line and track owner to ensure correct monitoring and updating of data into Maximo
- Report Asset Updates and Heat 40 data by track owners to ensure track code compliance is met
- Report Code Compliance items to ensure the network meets all code compliance requirements
- Create new reports to identify and make recommendation on internal processes improvement
- Provide daily update on KPIs from the previous day, i.e. Work Orders, Service Requests and Temporary Speed Restrictions (TSR)
- Monthly audit of Maximo data to ensure accuracy and completeness
- Provide any necessary reports to the Metro teams as required
- Actively seek improvement in the quality of data reporting available to managers to ensure they are information rich

Maximo and other systems

- Along with the Workbank Planners/Scheduler be recognised as a Maximo reporting expert
- Identify system development opportunities to support improved asset management
- Be a resource for others to consult on broader Maximo issues
- Act as an SME for all systems used by the Networks teams, including Maximo, MS Excel and Power BI

Records Management

- Ensure you clearly document work activities and that established files are clearly identified to enable easy location and access for all staff
- All records are to be kept in KiwiRail's preferred enterprise file storage system, including emails
- Ensure records are not removed or transferred or destroyed from the file storage system before the disposal date and without authorisation

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Project Manager		✓	✓	✓
	Delivery Team			✓	✓
	Engineering and Signals Team			✓	✓
	Professional Heads			✓	✓
	Subject Matter Experts			✓	✓
	Internal Service Providers			✓	✓
External	Link Alliance/City Rail Link			✓	✓
	Auckland Transport			✓	✓
	WorkSafe			✓	✓

	Auckland Council			✓	✓
	Subject Matter Experts		✓	✓	✓
	Utility and Service Providers			✓	✓

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
Commercial Acumen	• Plan and monitor own responsibilities to contribute to team objectives • Consider financial implications when making recommendations • Work with stakeholders to ensure quality outcomes • Recognise how decisions impact KiwiRail's overall position
Role Specific Domain	• You are responsible for ensuring credible information is readily and routinely available to managers to monitor the 'health' of their assets and drive best practice asset management and zero harm • A key element of the role is being a recognised as a subject matter expert (SME) in Maximo reporting, analysis functionality, tools and processes, and a resource for others to consult on broader Maximo issues • You will focus on asset management in collaboration with Structure Inspectors, Track Inspectors, PDS Evaluator and Field Asset Engineers to update and ensure the accuracy and completeness of asset data in Maximo. • Collaborate with Workbank Planners/Schedulers, Track Inspector Leader, Asset Engineers and Field Asset Engineers. • Work with Project manager to analyse, report and create PowerBI reports on condition of Infrastructure assets • Work with multiple sources including but not limited to Maximo, Engineering inspections, Eddy current reports, PAUT reports, NDT reports, EM80 reports ATIS reports to provide better understanding and report around the condition and trending of condition of infrastructure assets • Collaborate with Infrastructure teams to better understand the requirements of report of different Infrastructure assets

Decision Making

The position is accountable for decisions regarding asset management data, recording, reporting and management and for the provision of information to team members and relevant stakeholders on day-to-day asset management decisions.

Key decision-making requirements of the position include:

- Strong interpersonal skills are quired to achieve cooperation, and positive negotiations with customers and suppliers
- Asset management and planning recommendations, including effective collaboration with stakeholders
- Ability to juggle competing priorities
- Risk management decisions

Human Resources Delegations	Team member
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

- Proven track record of contributing to positive project outcomes in complex multi-disciplinary environments.
- Experience delivering rail projects is an advantage, and certification as Project Management Professional is a plus.
- Proven knowledge and understanding of project management methodologies and reporting, including risk management, design, specification, and production for assigned projects.
- Previous Project Engineering experience and ideally experience working in the railway or construction industry.
- Demonstrable experience contributing to key project documentation and working with teams to deliver quality outputs.
- Exceptional organisational skills in prioritising and managing own workload.
- Continually reviewing work practices, productivity, and cost control throughout the project to maximise the financial performance of project.
- Continuously assess risks and scope changes, identifying and recommending solutions to minimise adverse effects on cost, timeliness and quality of the project.
- Maintain excellent relationships with internal and external stakeholders, ensuring timely communication of project progress and likely impacts.

Ways of working / Work-related qualities

- You are able to maintain composure, making sound and timely decisions under pressure.
- You are pragmatic and flexible, effectively balancing the needs of your team, project and KiwiRail.

Qualifications

- Tertiary qualification in related discipline
- Project Management qualifications, PRINCE, PMP

And

- Relevant industry and/or project management certifications