



Facilities Planning & Scheduling Manager – (Central)

Position Description

Team:	Facilities	Location:	Wellington
Reports to:	National Asset Planning Manager - Facilities		
Role Type:	Fixed Term / Secondment		

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 Planning & Scheduling Manager plays a critical role in supporting asset management planning and scheduling for KiwiRail's facilities portfolio. This role ensures that KiwiRail's regional property assets are maintained, improved, and invested in strategically and efficiently. The role provides subject matter expertise in asset planning, supports operational delivery, and ensures compliance with all safety, environmental, heritage, and regulatory obligations. The Asset Planning & Scheduling Manager also fosters collaboration with internal and external stakeholders to optimise investment planning, service delivery, and regulatory alignment.

Key Accountabilities

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

- Lead the development and maintenance of the regional property investment and future state asset plans
- Forecast and manage regional OPEX and Minor CAPEX budgets for facilities and maintenance
- Coordinate regional workflows for all asset-related planning and scheduling activities
- Support project managers with capital works delivery planning
- Ensure regional asset management activities comply with stator environmental, heritage, and health and safety requirements
- Oversee the end-to-end planning, scoping, and prioritisation of service requests and work orders
- Act as an escalation point for Facilities Managers
- Contribute to performance reporting, data integrity, and continuous improvement of asset systems
- Promote and lead health, safety, and wellbeing across all responsibilities and interactions.

Key challenges

- Managing complex stakeholder interests in a large, geographically dispersed and safety-critical environment
- Ensuring optimal prioritisation of investment in a constrained funding environment.
- Navigating multiple and evolving regulatory requirements
- Leading culture change toward planned, data-informed, and risk-based facilities management

Key Relationships		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Here are the key relationships relevant to this role					
Internal	Facilities Managers		✓	✓	
	Other Property Team members			✓	
	Facilities Leadership Team		✓	✓	
	Key Stakeholders from every business unit		✓	✓	
External	BGIS (Facilities Contractor)	✓		✓	
	Architects	✓		✓	
	Engineers	✓		✓	
	Other Service providers as needed	✓		✓	

What you will do to contribute

Health Safety and Wellbeing	<ul style="list-style-type: none"> • Lead by example as a safety leader. • Embed and enforce Zero Harm principles in all planning and delivery activities. • Ensure compliance with all rail safety standards and statutory obligations. • Identify and mitigate safety risks and escalate hazards where appropriate.
Customer Focus	<ul style="list-style-type: none"> • Provide planning services that are responsive to internal customer needs. • Act as a reliable and knowledgeable point of contact for planning and budget matters. • Work closely with stakeholders to develop solutions that meet operational and regulatory needs.
High Performing Teams Skills	<ul style="list-style-type: none"> • Support regional teams with effective tools, plans, and leadership to meet service delivery objectives. • Facilitate communication and collaboration across teams. • Provide mentoring and guidance to team members and stakeholders where required.
Commercial Acumen	<ul style="list-style-type: none"> • Develop and manage financial forecasts and investment plans. • Support delivery of value-for-money outcomes from vendor and contractor engagements. • Monitor asset performance and investment return using data and reporting tools.
Role specific domain	<ul style="list-style-type: none"> • Apply and evolve asset management frameworks to align with KiwiRail's strategic direction. • Maintain robust investment plans aligned with regulatory, operational, and financial drivers. • Integrate risk-based decision-making tools (e.g., lifecycle costing, risk matrices) into planning processes. • Champion continuous improvement of asset data, systems, and reporting.

Decision Making

This role makes decisions related to:

- Facilities asset planning priorities, schedule development, and risk management.
- Day-to-day operational coordination and investment planning for the regional portfolio.
- Advising and supporting stakeholders on regulatory compliance and best practice asset strategies.

Human Resources Delegations	Nil
Direct reports	0
Finance Delegations	0
Budget (operating and capital)	\$2-3 Million
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
- Occasional travel to sites for inspection and stakeholder meetings.
- 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

Essential

- Proven experience in property asset or facilities planning within large, operational environments.
- Demonstrated ability to manage competing priorities and deliver complex investment plans.
- Strong interpersonal and relationship-building skills.
- Financial forecasting and budgeting experience (OPEX & Minor CAPEX).
- Working knowledge of the Building Act, RMA, and Health & Safety at Work Act.
- Skilled in planning tools, data systems, and lifecycle asset management.

Desirable

- Experience in transport, infrastructure, or heavy industry environments.
- Experience with maintenance planning software (e.g., SAP, Maximo, or similar).
- Prior experience in environmental or heritage asset planning contexts.

Ways of working / Work-related qualities

- Practical, Collaborative, and outcome-orientated
- Adaptable to shifting priorities and stakeholder expectations
- A natural problem solver and critical thinker

Other Requirements

- Current and valid NZ driver's License preferred
- Able to pass pre-employment medical and drug & alcohol screening

Qualifications

You need either:

- Tertiary qualification in engineering, architecture, property, environmental science, planning, or some other related field.

Desirable

- Asset Management or facilities management certification or professional membership (e.g., FMANZ, AMC etc).

**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.