

KiwiRail | Position Description

Maintenance and Inventory Planner Interislander Asset Management Team

Purpose:

The Maintenance and Inventory Planner will assist in developing effective inventory strategies and planning inventory to achieve Interislander and KiwiRail strategic objectives. This includes improving forecasting, increasing service levels with less inventory, reducing obsolete inventory, optimising emergency spares and determining critical spares.

The Maintenance and Inventory Planner position will work within the Interislander Asset Management Team. The role will work closely with the Programme and Asset Manager, the Asset Manager Data Specialist and Interislander ship Heads of Departments to identify inventory requirements and planning for major maintenance periods, asset overhauls and upgrades. The planning and implementation horizon will be out to two years.

The Maintenance and Inventory Planner will facilitate inventory health checks onboard the Interislander ships and warehouse, as well as lead the planning and implementation of annual inventory stock takes for Interislander.

The Maintenance and Inventory Planner will be a champion for implementing Material Requirements Planning (MRP). MRP is currently absent from the Interislander planning environment. The role will help get this established in Interislander and contribute towards the governance of Master Data critical to the success of MRP.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to “walk the safety talk”.

Dimensions:

Reports to:	Interislander Marine Technical Manager
Responsible for:	Identify inventory requirements and planning for major asset maintenance periods, overhauls and upgrades.
Location:	Wellington
Budget:	N/A
Delegation:	As per delegation policy manual
Internal Contacts:	Marine Technical Manager Fleet Operations Manager Programme and Asset Manager Asset Manager Data Specialist Analyst – Asset Management Solutions Marine Engineering Manager Interislander ship Heads of Departments (e.g. Masters, Chief Engineers, Mates) Interislander purchasing and admin teams Operations & Warehouse Manager
External Contacts:	Original Equipment Manufacturer (OEM) and suppliers Contractors and sub-contractors



Key Accountabilities

Inventory Planning and Analysis

- Lead the long-term asset planning for major maintenance periods, overhauls, and upgrades.
- Provide detailed inventory and financial information to support the development of capital investment projections and budgets.
- Develop effective inventory strategies and inventory plans to meet Interislander milestones and objectives.
- Assist with the development of the Interislander layby schedule and identify planning windows for major overhaul and upgrade equipment.
- Support the development of PowerBI key performance metrics and lead indicators.
- Identify obsolete equipment and inventory and recommend mitigations and disposal actions.
- Lead and participate in maintenance and inventory related projects (e.g., process development and improvement).
- Facilitate inventory health checks onboard the Interislander ships and warehouse.
- Lead the planning and implementation of annual inventory stock takes for Interislander ships and warehouse.
- Support and execute the even run out of inventory for items and ship and assets are replace, including new ship replacement projects.
- Attend technical compliance meetings and reviews.

Relationship Management

- Maintain excellent working relationships with Interislander asset planner's and inventory supervisor's, working to identify inventory requirements, status and assurance measures and performance milestones.
- Liaise with other marine Supply Chain team members, keeping them informed on when and how the inventory plan is impacting their areas

Supplier Management

- Communicate long term requirements to marine equipment Suppliers and negotiate preferred provider and early order discounts.
- Identify obsolescence information for major asset and emergency inventory.
- Support a system of adequate checks and controls on supplier performance to achieve optimal results and correct unsatisfactory performance.

Computer Maintenance Management System (CMMS)

- Be an CMMS Super User. Interislander uses AMOS as their CMMS.
- Contribute to the continued improvement of the CMMS data including stock holdings, rates/material changes etc, with appropriate asset and finance teams.
- Contribute towards the governance of Master Data critical to the success of MRP



Leadership

- The position will be an active, positive and contributing member of the Interislander Asset Management team.
- Actively participate in major maintenance period (dry and wet dock) planning and implementation meetings.
- Engage in strategy setting and implementation (e.g., SAMP, asset management plan updates)
- Leading continuous improvement activities (e.g., process improvement projects)
- Ensure compliance with all employment legislation, employment contracts and the KiwiRail human resources policies, procedure and guidelines and any other legislation

Zero Harm

- Responsible for complying with all rail safety system standards, procedures and statutory requirements within your area of responsibility
- Responsible for your own safety and that of other rail employees, contractors and visitors within your work environment
- Responsible for the identification, reporting and initial control of any safety or environmental hazard identified within your area to your immediate manager
- Adhere to KiwiRail's health and safety requirements and take responsible for maintaining a proactive approach regarding both personal wellbeing as well as that of fellow employees, associated client personnel, sub-contractors and members of the public
- Report all accidents and incidents to your immediate supervisor within one hour

Person Profile

Essential:	Desirable:
<ul style="list-style-type: none"> • 5+ years' experience in Supply Chain roles • Experienced CMMS user, preferably AMOS. • Conversant in supply chain and inventory principles • Demonstrable emotional intelligence and skilled in relationship management • Excellent communicator across all levels of a business • Ability to influence and provide critical insights through robust data analysis • Proficient in analysis and reporting software suites, e.g. Microsoft excel, word and Project. 	<ul style="list-style-type: none"> • 3+ years' experience in supply plan chain management roles, including planning/scheduling functions • Practical experience in a field relevant to marine, power and plant and logistics • Experience in working in complex regulated operating environments • Experience in generating dashboards using BI tools to forecast demands and monitor trends.



Education:

Essential:	Desirable:
<ul style="list-style-type: none">• Relevant tertiary qualification• Current driver's license	<ul style="list-style-type: none">• Certified in Production and Inventory Management (CPIM)

