



Network Planning and Integrity Manager

Position Description

Team:	Wellington Metro Network	Location:	Wellington
Reports to:	General Manager Wellington Metro Network		
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

This role exists to maintain the Network's integrity and provide integrated, end-to-end planning and scheduling across horizons, while exercising strategic influence over complex, high-risk programmes of work that have material commercial, operational, and reputational impact on KiwiRail.

The role provides forward-thinking leadership to align people, access, funding, and resources to enabling the safe, efficient, and coordinated delivery of risk-weighted programmes of work across the Wellington Metro network. In doing so, the role plays a critical part in protecting KiwiRail's reputation with customers, funding partners, regulators, and government, and in ensuring confidence in the organisation's ability to plan, prioritise, and deliver the right work at the right time.

Key Accountabilities

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

- Exercise end-to-end accountability for the integrity of the Wellington Metro network, ensuring asset condition, degradation, and risk are clearly understood, actively managed, and translated into timely, evidence-based intervention decisions that support the safe operation of train services.
- Establish and maintain a single, trusted view of asset health and remaining life, integrating inspection outcomes, performance data, engineering judgement, commercial insight, and risk analysis to determine when, where, and how the network must be intervened in, with clear consideration of whole of system and reputational impacts
- Develop and own the prioritised, multi-year intervention and renewals plan, applying forward-thinking judgement to balance safety, reliability, customer impact, funding constraints, and whole-of-life value, while shaping outcomes that influence long-term investment decisions.
- Provide integrated, end-to-end planning and scheduling across all time horizons, aligning inspections, maintenance, renewals and capital interventions into a coherent, executable programme that enables the successful management of complex, interdependent work packages.
- Translate strategic intent and asset need into a deliverable work bank, ensuring scope, sequencing, access strategy, and readiness are sufficiently defined to enable effective commercial planning and safe handover to the Network Intervention team.
- Lead the network planning and integrity functions, setting clear expectations, decision rights, and governance frameworks that support accountability, disciplined decision-making, and continuous improvement across complex operational and commercial environments.
- Provide authoritative technical leadership across the Metro network, applying deep engineering and asset system knowledge to validate standards, interrogate risk assumptions, and ensure intervention strategies, degradation models, and decision frameworks support the safe and compliant operation of the railway.
- Exercise disciplined engineering judgement in the assessment of complex and emerging asset integrity issues, integrating technical standards, inspection intelligence, performance trends, and incident learnings to ensure safety risks are clearly understood, appropriately prioritised, and mitigated through robust, evidence-based decision-making.
- Provide clear, authoritative advice to senior leadership and governance, including on asset risk, intervention timing, trade-offs, and the operational, financial, and reputational consequences of deferral, acceleration, or re-scoping of work.
- Lead, develop, and sustain a high-performing planning and integrity team, building the capability required to manage varying levels of complexity, influence senior stakeholders, and operate credibly in a high-visibility, high-risk environment.

Key challenges

- Maintaining evidence that Network is safe to operate at all times
- Balancing timetable reliability, capacity and operational cost.
- Aligning long-term network plans with short-term disruptions and constraints.
- Improve the quality of asset data to improve decision making capability
- Turning complex data and forecasts into clear, prioritised plans.
- Influencing investment and resourcing decisions without direct control.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Network Integrity & Planning Wellington	✓			
	Network Maintenance Wellington		✓	✓	✓
	Network Intervention Wellington		✓	✓	✓
	Commercial and Operations Wellington				✓
	Workforce Management Wellington			✓	✓
	Network Access and Control			✓	✓
	Integrated Delivery Planning and Performance			✓	✓
	Engineering and Asset Management			✓	✓
External	Greater Wellington Regional Council (GWRC)				✓
	TranzDev				✓
	Regulators i.e. NZTA, WorkSafe				✓
	Third Parties requiring Network Access		✓		✓

What you will do to contribute

Health Safety and Wellbeing

- Set the safety and planning conditions under which the network may be accessed, ensuring work is sequenced and authorised in a manner that protects people, assets, and operations.
- Hold accountability for network safety outcomes through planning and access decisions, ensuring compliance with KiwiRail rules, standards, and statutory obligations.
- Determine acceptable risk thresholds within access and intervention plans, ensuring sufficient time, controls, and contingencies are built in for safe execution, particularly during periods of heightened delivery risk.
Exercise authority to intervene, pause, or re-prioritise work where safety, compliance, or network integrity may be compromised.

Customer Focus

- Set network-wide access and disruption strategies that balance asset risk, operational resilience, customer outcomes, and reputational considerations.

- Lead executive-level trade-off decisions with operations, delivery, and customer teams on acceptable disruption, service impacts, and recovery expectations.
- Ensure customer impacts are deliberate, justified, and defensible, with clear line of sight between access decisions and network outcomes.
- Protect and enhance KiwiRail's reputation by ensuring commitments made to customers, partners, and funders are realistic and supported by credible plans.

High Performing Teams Skills

- Provide senior leadership to the access and network planning function, establishing vision, decision rights, and accountabilities across planning, integrity, and access disciplines.
- Build enterprise capability in forward planning, risk-based decision-making, and systems thinking, ensuring the organisation can operate effectively under constraint.
- Set and enforce standards for planning quality, readiness, and governance, holding teams accountable for outcomes, not just activity.
Create a culture of anticipation and discipline, reducing reactive interventions and strengthening delivery confidence.
- Act as the senior technical escalation point for the team, providing technical direction, resolving complex issues, and escalating risks where required.
- Act as the General Manager's delegate and stand-in as required, providing senior leadership, decision-making authority, and clear escalation during periods of heightened delivery and reputational risk, including major blocks of line, possessions, and network interventions.

Commercial Acumen

- Shape the commercial environment for delivery through access, sequencing, and readiness decisions that influence cost, market engagement, and value for money.
- Apply commercial and governance judgement at scale, determining when heightened scrutiny, assurance, or intervention is required based on materiality and risk.
- Act as a senior contributor to investment, funding, and workbank decisions, ensuring access, resource, and sequencing assumptions are robust and defensible.
- Drive efficiency and affordability outcomes by minimising avoidable disruption, rework, and late changes that increase cost and erode confidence.
- Contribute to complex commercial discussions, providing informed input into scope definition, sequencing, risk allocation, and timing decisions that influence cost, delivery confidence, and funding outcomes, while safeguarding KiwiRail's reputational position.

People Leadership

- Lead and champion safety and wellbeing, professional and personal development, inclusiveness and diversity, and the creation and maintenance of a professional, solution focused, positive and high-performing team culture.
 - Develop and maintain a forward-looking resource and capacity plan required to effectively deliver.
 - Manage the capacity and capability of the Planning and Integrity team to provide sufficient capacity and expertise, enabling delivery and operational objectives to be met or improved on
 - Take accountability for the full employee lifecycle of tasks for direct reports, including recruitment, talent management, development and resolution of
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employment matters, performance and conduct related, with the support of the Human Resources team.

- Establish clear direction, accountabilities and expectations and monitor and review personnel performance and accountabilities, promote improvement and support any areas of concern.
- Act as the senior point of accountability and primary interface for funding partners, both internal and external, exercising strategic influence in the presentation of a clear, prioritised, and deliverable workbank for the RNIP, the Wellington Network Agreement, and other Crown and third-party funding bids, ensuring the scope, timing, and cost assumptions (developed by others) are robust, transparent, and defensible.

Collaboration

- Optimise access and disruption requirements, leading cross-functional discussions with delivery, protection, operations, and customer interfaces to minimise passenger and freight impact while enabling safe, efficient, and commercially sound execution of work.
- Act as a key strategic partner to the Network Intervention Manager and Network Maintenance Manager, jointly managing trade-offs between asset risk, delivery feasibility, access constraints, and customer outcomes and customer expectations.
- Direct coordination across maintenance, renewals, projects, and operations, resolving conflicts and interdependencies in the best interests of the network as a whole.

Role specific domain

- Own the integrated network access and planning strategy, ensuring alignment with enterprise priorities, funding commitments, and delivery capability.
 - Establish and assure disciplined planning and access processes, with clear escalation paths and decision traceability at senior and governance levels.
 - Maintain a trusted, forward-looking view of network access and interventions that underpins executive decision-making, delivery assurance, and stakeholder confidence.
 - Ensure planning and integrity practices comply with KiwiRail standards and statutory requirements, while strategically lifting maturity, integration, and decision quality across tools, processes, and teams to support future-focused network stewardship.
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Decision Making

The position is responsible for ensuring engineering compliance of the Wellington Network and developing the Asset Management and 3 Year delivery plans.

Key decision-making requirements of the position include:

- Determine network intervention priorities and timing, including approval of the multi-year intervention and renewals plan, balancing asset risk, customer impact, funding constraints, access availability, and delivery feasibility.
- Decide the appropriate level of planning, governance, and commercial rigour to be applied to programmes of work, scaling controls and oversight based on complexity, interdependency, and risk.
- Approve access strategies and disruption trade-offs, making decisions that directly impact passenger and freight outcomes, operational performance, and delivery efficiency.
- Set sequencing and scope boundaries for interventions to ensure readiness for delivery and to manage cumulative network, customer, and reputational impacts.
- Lead and resolve cross-functional trade-offs, including where asset need, operational constraints, commercial considerations, and delivery capacity are in conflict.
- Endorse assumptions underpinning cost, timing, and scope for funding bids and investment cases, ensuring they are sufficiently robust to support executive and Crown funding decisions.
- Escalate and recommend decisions on deferral, acceleration, or re-scoping of work, clearly articulating consequences, risks, and mitigation options to senior leadership and governance forums.
- Act as decision-maker and escalation point during periods of heightened delivery risk, including major possessions and blocks of line, with authority to direct prioritisation, sequencing, and coordination to protect safety and network integrity.

Human Resources Delegations	Senior Leader
Direct reports	9-10
Finance Delegations	Level 6: Budgeted Operating Expenditure and Capital Expenditure \$250k.
Budget (operating and capital)	\$150M+ per annum
Travel Delegations	Yes approves national travel
Statutory powers	Nil

Physical demands and the nature of work

This role is not physically demanding though worksite visits may be required in the planning and delivery phases which requires:

- protective equipment usage including safety boots, hard hats, eye/ear protection

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 15+ years' experience in planning, scheduling or operations in a complex network (e.g. rail, ferry, transport, utilities).
- You have 10+ years' experience in access, possession or works planning.
- You have experience in Asset Management and the requirements around asset data integrity
- You have experience in work delivery planning requirements and integrating multiple work activities into a programme.
- You are confident working with planning tools, timetables and resource schedules.
- You have experience balancing operations, projects and maintenance needs in one plan.
- You understand safety, access and operating rules in a live rail/marine environment.

Ways of working / Work-related qualities

- You think ahead.
- You can balance competing demands and make fair trade-offs.
- You are organised and keep on top of dates, windows and dependencies.
- You communicate clearly and turn complex plans into simple messages.
- You build strong relationships with operations, projects and maintenance teams.
- You stay calm under pressure and problem-solve when plans change.

Other Requirements

- You can meet required medical, drug and alcohol, and background checks.
- You are comfortable wearing PPE and following all site access rules.
- You have a current and valid NZ driver's licence.

Qualifications

- You have a relevant tertiary qualification (e.g. engineering, transport, operations, planning, business) or equivalent experience.
- Training or certification in project management, scheduling or operations planning is an advantage.
- You are willing to complete required rail, marine and health & safety training for the role.

**CREATING
STRONGER
CONNECTIONS**