



Planning and Asset Data Support

Position Description

Team:	Wellington Metro Network - Network Planning and Integrity	Location:	Wellington
Reports to:	Principal Network Planner		
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 provide data, reporting, and analytical support to both the Network Planning and Asset Engineering functions, enabling informed decision-making, assurance, and continuous improvement. Reporting to the Principle Network Planner, the Data Analyst / Data Support role ensures asset, planning, and performance data is accurate, accessible, and translated into meaningful insights that support safe, efficient, and compliant rail operations.

Key Accountabilities

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

- Ensure asset, work, and access data is accurate, timely, and fit for purpose.
- Develop and maintain reports, dashboards, and performance measures for planning, access, asset condition, and delivery outcomes.
- Support planners and asset engineers with data analysis to inform prioritisation, risk management, and decision-making.
- Extract, cleanse, and analyse data from systems such as asset registers, inspection systems, and planning tools.
- Identify data quality issues and work with system owners and users to resolve them.
- Support preparation of Asset Management Plans, execution plans, and assurance reporting through accurate data inputs.
- Provide ad-hoc analysis to support investigations, audits, and performance reviews.
- Document data definitions, assumptions, and reporting methodologies.
- Contribute to improvements in data processes, tools, and visualisation.

Key challenges

- Balancing competing data and reporting needs across planning and engineering functions.
- Working with imperfect or incomplete data sets in a complex operating environment.
- Turning technical data into clear, practical insights.
- Maintaining data integrity while responding to urgent requests.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Network Planning & Integrity		✓	✓	
	Network Maintenance & Intervention teams				✓
	Commercial and Performance Wellington				✓
External	Greater Wellington Regional Council (GWRC)				✓
	TranzDev				✓
	WorkSafe				✓
	Third Parties requiring Network Access		✓	✓	✓

What you will do to contribute

Health Safety and Wellbeing	<ul style="list-style-type: none"> • 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 • Ensure data supports safe decision-making. • Highlight data gaps or anomalies that may impact safety or asset integrity.
Customer Focus	<ul style="list-style-type: none"> • Support a customer-focused culture at KiwiRail • Respond quickly to customer needs • Work with colleagues to improve customer outcomes • Provide clear, timely information that supports reliable network performance. • Support transparent communication of plans and asset condition.
High Performing Teams Skills	<ul style="list-style-type: none"> • Work collaboratively across planning and engineering teams. • Respond constructively to feedback and changing priorities. • Share knowledge and improve data literacy within the team.
Commercial Acumen	<ul style="list-style-type: none"> • Support efficient use of resources through accurate data and reporting. • Reduce rework and inefficiency caused by poor data quality. • Role-Specific Domain • Analyse asset condition, planning, and performance data. • Develop fit-for-purpose dashboards and reports. • Maintain consistency of data definitions and measures. •
Data	<ul style="list-style-type: none"> • Analyse asset condition, planning, and performance data. • Develop fit-for-purpose dashboards and reports. • Maintain consistency of data definitions and measures.

Decision Making

This role supports decision-making through accurate data and analysis.

Key decision-making includes:

- Selecting appropriate data sources and analysis methods.
- Recommending insights, trends, and data-driven options.
- Escalating data quality or integrity issues.

Human Resources Delegations	Nil
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 primarily office-based and not physically demanding. Occasional site visits may be required to understand operational context. PPE must be worn when accessing worksites.

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 in data analysis, reporting, or data support roles.
- You have experience working with asset, planning, or operational data.
- Experience with asset or infrastructure data systems is an advantage.
- You are confident using data tools, spreadsheets, databases, and visualisation platforms.
- You can analyse and explain data trends and issues clearly.

Ways of working / Work-related qualities

- You are detail-oriented and methodical.
- You communicate data insights clearly and practically.
- You manage competing requests effectively.
- You are proactive in identifying data issues and improvements.
- Willingness to complete required rail and health & safety training.

Other Requirements

- Ability to meet required medical, drug and alcohol, and background checks.
- Comfortable following site access rules and wearing PPE when required.

Qualifications

- Relevant tertiary qualification in data, analytics, engineering, information systems, or equivalent experience.

**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.