

Timetable Performance Analyst

Position Description - Wellington

Team:	NAC - Capacity	Location:	Upper Hutt
Reports to:	Network Integration Manager		
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

The Timetable Performance Analyst supports KiwiRail's ability to deliver safe, efficient, and reliable rail operations by developing, maintaining, and analysing network operating models and timetables. The role ensures that infrastructure and rolling stock changes are accurately reflected in simulation and planning tools, enabling robust decision-making for network upgrades, timetable changes, and operational improvements, and collaborates with internal and external stakeholders, the analyst helps deliver integrated, fit-for-purpose train plans that meet the needs of all users and support KiwiRail's strategic objectives.

Key Accountabilities

- Manage the throughput of timetables from external stakeholders (HASTUS files) into our systems (Service Planner), ensuring they are conflict free and meet the priority rules/access agreements to their outputs (CATS/ICONIS).
- Maintain and update network infrastructure models in simulation and scheduling tools (e.g., OpenTrack, Service Planner).
- Develop and validate network operating models for proposed infrastructure upgrades and rolling stock changes.
- Undertake modelling and analysis of network scenarios to support planning for upgrades, modifications, and timetable changes.
- Present modelling results and recommendations in clear, actionable formats for decision-makers.
- Collaborate with stakeholders to develop solutions to operational and customer issues, ensuring timetables are robust and meet multiple requirements.
- Review and approve new timetables and timetable change proposals, recommending improvements to achieve optimal outcomes for all parties.

Key challenges

- Managing the complexity of integrating infrastructure, rolling stock, and operational changes into accurate, up-to-date network models.
- Balancing the needs and requirements of multiple stakeholders, including Metro, Freight, and Scenic operators, within tight timelines.
- Ensuring modelling outputs are robust, reliable, and support sound operational and investment decisions in a dynamic environment.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Network Integration Manager (reports to)		✓	✓	✓
	Regional Network Integration Leads			✓	
	Integrated Train Planning team			✓	✓
	KiwiRail Engineering, Signals, Track Design teams			✓	
	Tactical Planning Manager			✓	✓
	Scenic operations and planning			✓	✓
	Operational and infrastructure teams			✓	
External	Auckland Transport			✓	✓
	Auckland and Wellington Metro Operators			✓	✓
	Greater Wellington Regional Council			✓	✓
	External consultants engaged for modelling tasks			✓	✓

What you will do to contribute

Health Safety and Wellbeing	• Comply with all rail safety system standards, procedures, and statutory requirements. • Identify, report, and address safety and environmental hazards within your area. • Promote a proactive approach to personal and team wellbeing. • Report all accidents and incidents promptly.
Customer Focus	• Engage with internal and external customers to understand their requirements and deliver solutions that meet their needs. • Communicate modelling results and recommendations clearly to a range of audiences. • Support the development of timetables and plans that deliver value for all stakeholders.
High Performing Teams Skills	• Collaborate effectively with colleagues across planning, engineering, and operations. • Share knowledge and expertise to support team learning and continuous improvement. • Contribute positively to team goals and foster a culture of open communication.
Commercial Acumen	• Analyse and interpret data to inform operational and investment decisions. • Consider the financial and operational impacts of proposed changes and recommendations. • Support the delivery of efficient, cost-effective solutions that align with KiwiRail's objectives.
Technical Excellence	• Maintain up-to-date knowledge of network simulation and planning tools. • Develop and validate models to a high technical standard, ensuring accuracy and reliability. • Seek opportunities to improve modelling processes and outputs.

Decision Making

The Network Integration Analyst is responsible for day-to-day decisions regarding the development, maintenance, and validation of network models and timetables. The role exercises judgement in interpreting data, recommending improvements, and resolving modelling issues, escalating complex or strategic decisions to the Network Integration Manager.

Human Resources Delegations	Nil / People Leader / Senior Leader
Direct reports	Example: 7-10 (total staff reporting, approx. 100)
Finance Delegations	Level 3: \$5,000 Operating Nil Capex
Budget (operating and capital)	Example: \$10 Million
Travel Delegations	Nil Yes approves national travel
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

- You have excellent analytical skills and experience interpreting, analysing, and reporting on data.
- You have previous planning and scheduling experience in a large infrastructure environment.
- You have strong relationship and communication skills, with experience delivering to agreed timelines and standards.
- You have the desire to make a difference in a complex, customer-focused environment.

Ways of working / Work-related qualities

- You prioritise safety and wellbeing in all aspects of your work.
- You communicate clearly and confidently, tailoring your approach to different audiences.
- You collaborate effectively with colleagues and stakeholders.
- You stay calm and composed when facing challenges or ambiguity.
- You organise your time effectively and deliver high-quality outcomes.

Other Requirements

- You comply with all rail safety system standards and statutory requirements.
- You can pass regular drug and alcohol screenings.

Qualifications

- You have a relevant tertiary qualification in a technical discipline such as engineering, transportation planning, or a similar field, or equivalent industry experience.
- Experience with train timetabling, network modelling, and simulation software (e.g., OpenTrack) is desirable.

**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.