



Track Machine Planner

Infrastructure – Integrated Planning

Team:	National Planning	Location:	TBC
Reports to:	Integrated Planning Team Leader		
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

KiwiRail is in a phase of significant transformation to modernise and grow our rail and Interislander ferry services in Aotearoa.

The Track Machine Planner is responsible for the strategic scheduling, planning, coordination and monitoring of track maintenance machinery, including specialised rail equipment such as ballast regulators, rail grinders, tampers and compliance machines. This role ensures that all track maintenance activities are carried out efficiently, safely, and in accordance with regulatory requirements. The planner will work closely with operations, engineering, and maintenance teams to optimise the use of track machinery and ensure minimal disruption to train schedules and Network impact.

Key Accountabilities

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

- Develop and maintain a comprehensive schedule for track maintenance machinery.
- Prepare and update weekly work plans, ensuring accurate and timely information.
- Monitor machinery availability, condition, and readiness, coordinating with the maintenance team for routine and unscheduled repairs.
- Maintain a rolling 18–24-month plan for long-term alignment and strategic planning, regularly updating it to reflect changes.
- Ensure all track machine operations comply with safety standards, regulatory requirements, and environmental guidelines.
- Track machine performance data, including usage hours, breakdowns, and maintenance needs.
- Collaborate with Rolling Stock and Track maintenance teams to understand equipment needs and schedules
- Ensure the necessary personnel are available for machine operation and support tasks
- Identify opportunities for improving planning processes and machine effectiveness.

Key challenges

Demands of Infrastructure:

- Balancing the demands of BAU and Major Projects while ensuring optimal resource allocation and planning standardisation.
- Maintaining effective collaboration with cross-functional teams and managing interdependencies to ensure seamless project integration.
- Driving continuous improvement in planning processes to enhance productivity and efficiency in a dynamic, fast-paced environment.
- Ensuring the machine usage and scheduling align with strict safety, environmental and rail corridor compliance rules with minimal delays and impact to the program and the network.

Resource and Access Optimisation

- Ensuring effective allocation of resources and optimising access within a dynamic operational environment to meet tight delivery timelines.
- Cross-Disciplinary coordination managing and integrating infrastructure projects across various disciplines, while identifying and resolving potential conflicts to enable seamless delivery.

- Standardisation and consistency through collaborating with other Team Leaders and the National Planning Manager to standardise planning processes and ensure consistency in practices across regions.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Planning Team Leader		✓		✓
	Planning Team		✓	✓	
	Integrated Planning Team		✓		✓
	Track Machine Group Field Production Manager		✓	✓	✓
	Network Integration		✓	✓	✓
	Integrated Delivery Leaders		✓		✓
	Project/Programme Leaders		✓	✓	✓
	Engineering Team		✓	✓	✓
	Above Rail Operations			✓	✓
External	Contractors/Suppliers		✓	✓	✓
	Rolling Stock		✓	✓	✓
	Regulatory Bodies			✓	

What you will do to contribute

Health Safety and Wellbeing

- Champion a proactive safety culture, ensuring the team adheres to KiwiRail's health and safety guidelines.
- Monitor and manage safety risks associated with planning and resource allocation activities.
- Conduct regular safety briefings and promote wellbeing initiatives within the team.
- Respond effectively to safety incidents and near-misses
- Support yourself and team members' physical and mental health
- Promote and adhere to KiwiRail's health and safety standards, ensuring a proactive approach to personal and team safety.
- Lead by example in fostering a safety-first culture and ensuring compliance with all rail safety system standards, procedures, and statutory requirements.
- Conduct safety audits and inspections to ensure compliance with safety protocols.
- Report all accidents and incidents to your immediate supervisor within one hour.
- Ensure that health and safety practices are integrated into all planning and scheduling activities.
- Ensure all track machine operations comply with safety standards, regulatory requirements, and environmental guidelines.
- Conduct regular reviews and audits of machine operations to ensure adherence to safety protocols.
- Assist in the development and implementation of safety procedures and training programs for machine operators.

Customer Focus

- Ensure that planning and scheduling align with customer requirements, supporting excellent service delivery.
- Collaborate with cross-functional teams to resolve issues that impact customer satisfaction.
- Drive improvements in planning processes that directly enhance customer experience.
- Respond quickly to customer needs
- Work with colleagues to improve customer outcomes

High Performing Teams Skills

- Foster a high-performance culture by providing coaching, support, and clear direction to team members.
- Conduct regular performance reviews and set measurable goals for individual and team development.
- Encourage knowledge sharing and collaboration to enhance team capabilities.
- Seek and respond constructively to feedback on your performance
- Share knowledge and support colleagues in their professional growth

Cost Control and Budgeting

- Optimise resource allocation to reduce costs and improve planning efficiency.

	<ul style="list-style-type: none"> • Support the National Planning Manager in identifying cost-saving opportunities within project and resource planning. • Track and report on budget performance for integrated planning activities • Work with suppliers to ensure quality outcomes • Recognise how financial decisions impact KiwiRail's overall position • Work with management to establish budgets for machine usage and maintenance. • Monitor costs associated with track machine operations and suggest strategies for cost savings. • Ensure optimal use of resources to reduce downtime and operational expenses.
Track Machine Scheduling and Planning	<ul style="list-style-type: none"> • Develop and maintain a comprehensive schedule for track maintenance machinery. • Prepare and update weekly work plans, ensuring accurate and timely information. • Coordinate and prioritise work orders, ensuring that machinery is available and operational when needed. • Work with maintenance teams to assess machinery needs for specific projects or maintenance activities. • Maintain a rolling 18–24-month plan for long-term alignment and strategic planning, regularly updating it to reflect changes. • Act as the interface between regional teams and other departments, facilitating communication and early notifications. • Integrate risk management into all planning activities, maintaining a proactive approach to addressing potential risks. • Identify and mitigate risks by proactively spotting critical pinch points and developing contingency plans. • Ensure planning processes are followed, including work orders, audits, and asset completion forms.
Resource Management	<ul style="list-style-type: none"> • Monitor machinery availability, condition, and readiness, coordinating with the maintenance team for routine and unscheduled repairs. • Ensure the necessary personnel are available for machine operation and support tasks. • Liaise with equipment suppliers and vendors for equipment acquisition, maintenance, and servicing.
Collaboration and Communication	<ul style="list-style-type: none"> • Collaborate with Rolling Stock and Track maintenance teams to understand equipment needs and schedules. • Act as the primary point of contact between regional planners and TMG FPM's and project managers. • Provide timely updates on project progress, issues, and scheduling conflicts.



Performance Monitoring and Reporting

- Track machine performance data, including usage hours, breakdowns, and maintenance needs.
- Provide regular reports on machine efficiency, scheduling accuracy, and resource utilization.
- Conduct regular risk assessments and collaborate with project teams to implement mitigation strategies.
- Identify opportunities for improving planning processes and machine effectiveness.
- Organise and lead meetings to align project activities, resolve conflicts, and maintain open communication with all stakeholders.
- Maintain accurate records of activities, changes, and decisions, ensuring comprehensive and timely reporting.
- Distribute weekly updates to all key stakeholders and help build contingency into scheduled works.
- Report on planned vs. actual work, identify constraints, and implement mitigations with managers.
- Comply with rail safety standards and report hazards and incidents promptly, ensuring adherence to KiwiRail's health and safety requirements.

Continuous Improvement

- Stay updated on industry trends and new technologies related to track maintenance machinery.
- Participate in post-project reviews to assess successes and areas for improvement.
- Implement best practices for planning and scheduling to improve overall operational efficiency.

Decision Making

The position is responsible for decisions regarding all project operational objectives and for the provision of advice to project team members and relevant stakeholders on day-to-day design decisions.

Key decision-making requirements of the position include:

- Determining the optimal allocation of national resources—such as detailed plan, to ensure it meets the expectations and priority of regions, metros and projects.
- Prioritising projects and activities to ensure seamless integration of multiple initiatives, balancing the needs of infrastructure planning teams, Capital Projects, and regional leads.
- Identifying and resolving scheduling conflicts or resource constraints, particularly in high-impact areas like Block of Line activities, to support smooth project execution.
- Making real-time adjustments to resource plans and schedules based on changing project demands, safety considerations, and customer requirements.
- Assessing and implementing process improvements within planning and scheduling to enhance productivity and efficiency, aligned with organisational KPIs.
- Making strategic decisions in collaboration with cross-functional teams to ensure that all planning aligns with KiwiRail's standards for health, safety, and wellbeing.

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 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 significant experience in planning, monitoring, and forecasting project/work activities, ideally within infrastructure or rail environments.
- You have the ability to develop and maintain integrated programme schedules.
- You possess strong analytical skills to interpret data and generate accurate forecasts.
- You have proficiency in reporting and analysing actual costs and timeframes against planned estimates
- You have experience with project management tools such as P6, Microsoft Project, and Excel
- You have experience in conducting regular risk assessments and assist with updating risk registers.
- You have the ability to provide high-quality monthly reports for internal governance and external reporting.

Ways of working / Work-related qualities

- You communicate well at all levels
- You are customer focused
- You exhibit a commercial mindset, understanding the cost implications of planning decisions.
- You are proactive in identifying risks and addressing issues
- You are adaptable and solution-oriented, able to thrive in a dynamic, fast-paced environment.
- You are organised, responsive and dependable
- You value diversity and help create an inclusive workplace

Other Requirements

- You must pass regular drug and alcohol screenings
- You have a current and valid Full NZ Driver's Licence
- You are willing to travel nationally as required for the role

Qualifications

You need:

- A relevant engineering, project management degree or equivalent qualification.

