



# Position Description

## Duty Roster Coordinator KiwiRail Operations

### Purpose

To manage and coordinate the published rosters for Locomotive Engineers, Terminal and Container Terminal (CT) staff ensuring that the KiwiRail network is effectively resourced to meet all service and operational requirements.

To be a safety leader in all situations - "walk the safety talk".

### Dimensions

- Reports to:** National Roster Centre Manager
- Responsible for:** Nil
- Location:** Stanley St, Auckland
- Budget:** Nil
- Internal contacts:** Regional Manager  
Operations Managers  
Linehaul Service Managers  
Planning Teams  
Locomotive Engineers and Team Leaders  
Terminal Staff and Team Leaders  
Container Staff and Team Leaders  
Scenic Journey Managers  
Zero Harm team members  
Human Resources team
- External contacts:** Third party Operators  
Heritage Train Operators  
Labour Inspectors



## **Key accountabilities**

### **Accountability 1 – Effective Roster Management**

Ensure the rail network is effectively resourced to meet all service requirements in particular the safe 'On Time Running' of all trains:

- Ensure compliance with all rules, policies, legislative and contractual requirements
- Effectively and efficiently manage and co-ordinate all rosters.
- Co-ordinate and manage all published rosters to ensure all part of the operation are appropriately staffed at all times.
- Optimise available rostered working hours within each roster.

### **Accountability 2 – Communication**

- Provide accurate and concise information to individuals and groups.
- Record and provide accurate occurrence logs throughout each shift.
- Undertake comprehensive and effective formal handovers at each shift handover.
- Provide timely verbal and/or written reports on operational matters affecting performance, critical incidents, all safety related matters and as requested.
- Use effective communication to develop, strengthen and maintain all stakeholder relationships.

### **Accountability 3 – Resource Management**

- Effectively manage all KiwiRail resources needs. Including Posted Rosters, Rental Vehicle's, Taxis and all other KiwiRail related resources.
- Accurately capture and record all resource related reporting in a timely manner
- Aid and support team members to ensure all cross functional rosters related duties are completed in a timely manner.

### **Accountability 4 – System and Process Focussed**

- Effectively operate all required KiwiRail systems and processes at all times.
- Comply with all system, process and policy requirements.
- Report all non-compliance in a timely manner.
- Report all safety related or critical non-compliance immediately to a manager.

### **Accountability 5 – Administration**

- Record and collate data relating to re-certifications and health and safety medicals
- Effective management of rental cars and taxis to contain costs
- Provide quality, detailed written reports in a timely manner as required.
- Self-manage all duties and responsibilities accurately and in a timely manner.
- Complete additional administrative tasks as requested by the Roster Centre Manager.

### **Accountability 6 – Problems Solving and Prioritising.**

- Proactively manage to completion multiple complex issues that may involve large amounts of ambiguity.
- Continuously monitor, prioritise and actively manage all roster related operational requirements.

### **Accountability 7 – Additional duties.**

- Undertake and perform additional duties and tasks following consultation with a responsible/delegated Manager.
- Additional duties will be assessed and appropriately assigned based on the individual's capability and capacity.

## **Person Profile**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>▪ Minimum of 2 years' work experience in scheduling/planning/logistics/rostering or similar</li> <li>▪ Excellent written and verbal communication skills</li> <li>▪ Basic working knowledge of legislative requirements of the role, including but not limited to the Holidays Act, the Rest and Meal Breaks Amendment Act, the Health and Safety in Employment Act</li> <li>▪ Previous experience within a 24/7 shift work environment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ 4 or more years' work experience in scheduling/planning/rostering/logistics or similar</li> <li>▪ Transport industry experience, ideally within the rail environment</li> <li>▪ Knowledge of Amicus, Rosters or other computer databases</li> <li>▪ Experience applying the Rail Operating Manual</li> <li>▪ Sound geographical knowledge of New Zealand</li> </ul>

## **Education**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>▪ NCEA Level 3 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>▪ A relevant tertiary qualification.</li> </ul>