



Fleet Support

CFO Group

Team:	Treasury and Insurance	Location:	Wellington
Reports to:	Fleet Manager	Job family:	Finance
Role Type:	Full Time	Salary:	TBC

About Us

KiwiRail's Role in Aotearoa, New Zealand

KiwiRail delivers sustainable and inclusive growth for our customers, our communities and our people.

For more than 150 years, rail in New Zealand has connected communities, delivered goods and people around the country and showcased our spectacular scenery to the world. Our purpose 'Stronger Connections, Better New Zealand,' speaks to connected people, networks, journeys, experiences, and ways of working that move KiwiRail, the transport sector and New Zealand forward.

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.



Health, safety and wellbeing is our number one priority. Good safety is good business

About the Role

Purpose of the role

The purpose of the Fleet Support role is to provide support to KiwiRail's fleet management function. This role is responsible for providing administration support, and assisting with data analysis.

This role will see you engaging with all parts of the organisation and externally with our fleet management providers. This role provides information and recommendations primarily to the Fleet Operations Lead, and Fleet Manager.

The Kiwirail fleet team are embarking on a significant transformation process. Our vehicles travel in excess on 20 million kilometres per year and as such we are taking a fresh look at what we do, why we do it and where we can add value to the organisation. This is an exciting time to be on board.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to "walk the safety talk".

Key Accountabilities

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

- Fleet inventory list upkeep
- Fleet vehicle management with SG Fleet
- Navman reporting and investigative tracking assistance and report distribution
- TORO reporting, enquiries and updates and deletions
- Maintenance of infringement reminder notices for rental cars
- Maintain Booking Intelligence information to match Toro
- Maintain and update fleet page within intranet
- Identify process improvements
- Actively engage with the business
- Support for insurance claims
- Fleet support requirements from Fleet Manager and Fleet Operations Lead
- Vehicle utilisation monitoring and reporting, to assist the Fleet Operations Lead in ensuring our fleet size and usage is efficient and effective

Key challenges

- Building trusting relationships with key stakeholders
- Managing and analysing complex and sensitive issues
- Facilitating the engagement and input of a wide range of stakeholders and managing expectations

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Fleet Management Team		✓	✓	✓
	Finance Team		✓	✓	✓

	Business Unit Contacts		✓	✓	✓
	Accounts Payable		✓	✓	✓
	Group Procurement		✓	✓	✓
External	Suppliers		✓	✓	✓
	Fleet Management Providers		✓	✓	✓



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
Customer Focus	<ul style="list-style-type: none"> • Provide a positive customer experience • Support a customer-focused culture at KiwiRail • Know our services well and explain them to customers • Respond quickly to customer needs • Work with colleagues to improve customer outcomes
High Performing Teams Skills	<ul style="list-style-type: none"> • Build a supportive and cooperative team environment • Provide timely and constructive feedback • Actively seek diverse perspectives in problem-solving • Identify opportunities for coaching and mentoring
Commercial Acumen	<ul style="list-style-type: none"> • Plan and monitor resource allocation to achieve team objectives • Consider financial implications when making recommendations • Understand and comply with procurement guidelines • Work with suppliers to ensure quality outcomes • Recognise how financial decisions impact KiwiRail's overall position
Risk Management	<ul style="list-style-type: none"> • Identify and forecast risks, issues, and opportunities • Implement risk controls and engage stakeholders in risk management

Decision Making

The position is accountable for decisions regarding the reporting and administration of the Motor Vehicle fleet, ensuring the fundamentals are occurring.

Key decision-making requirements of the position include:

- Prioritising resourcing across competing tasks
- Appropriate identification of risks and issues
- Identifying and reporting key metrics and trends in fleet utilisation
- Identifying issues, potential issues, or policy breaches, and escalating where appropriate

Human Resources Delegations	Nil
Direct reports	Nil
Finance Delegations	Nil
Budget (operating and capital)	Nil
Travel Delegations	Yes – National
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

- 3 to 5 years experience in administrative roles.
- Previous experience working with Microsoft Office Products specifically Word and Excel.
- A working knowledge of administration tasks.
- Knowledge of basic finance functions such as invoicing
- Demonstrated understanding of data and information analysis
- Efficient on the computer and has initiative with systems.
- Troubleshooting and problem solving approach; solutions focused

Ways of working / Work-related qualities

- You communicate well at all levels
- You make good decisions and are politically aware
- You're flexible and practical
- You focus on customers' needs
- You have a commercial mindset
- You value diversity and help create an inclusive workplace

Other Requirements

- You can pass regular drug and alcohol screenings
- You have a current and valid NZ Driver's Licence

Qualifications

You need either:

- NCEA Level 2 or Equivalent
- You have a post tertiary education experience

And

- You hold relevant industry certifications, or
- Relevant industry experience, with proven data analysis and problem solving experience
- Ideally some experience in policy and process writing

**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.