

Welcome to New Zealand Post

We're excited about the possibilities that lie ahead. We're confident we'll realise the potential of our people, our plans for the future and our brand. We're an incredibly diverse and thriving business. This creates wide-ranging opportunities and a huge variety of jobs at Post.



Job Description

Transport Container Specialist

Job details

Division	Customer Service Delivery	Grade	TBC
Business area	Transport & Logistics	Location	Auckland
Reporting to	Transport Infrastructure Manager	DFA	N/A
Direct reports	N/A	Safety sensitive	Yes
Last updated	July 2018	Role Level	Tier 6

Job Purpose

The purpose of this role is to lead the container asset management for NZ Post's Transport Group, and to support the Transport Infrastructure Manager to complete monthly Management and KPI reporting.

The role will be responsible for carrying out forward-planning and tactical management tasks to ensure the transport container assets are repatriated and distributed to internal and external customer locations in an optimal manner, ensuring service levels are met at the lowest cost.

The role will also assist with a range of reporting requirements that will ensure transport management information is provided to the business in an accurate and timely manner.

Our Organisation

Around since 1840, New Zealand Post has a long history – and a great future. There are many of us – involved in postal, banking, communication, data management, logistics and distribution services – helping New Zealand run. Our eyes are firmly on the future and making sure we bring the best of it to our customers and communities.

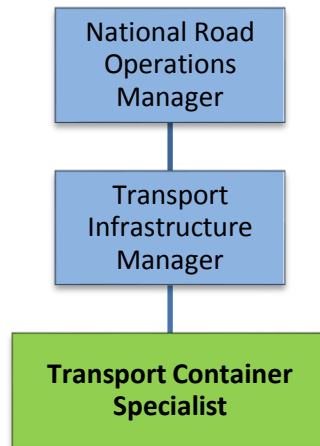
The behaviours and attributes that are important to us:

- Be one team
- Do what's right
- Make it easy
- Raise the bar

Our Mail and Communications business is a leading logistics provider in New Zealand. Our team of 8,000 people move hundreds of millions of mail and parcel items into all corners of the country every year, connecting New Zealanders with each other and the world.

The needs of our customers are ever-changing and happening faster every day – our team needs to be one step ahead of these changes and act quickly, knowing exactly how the network is performing and able to deliver for our customers. We work to deliver innovative and profitable customer solutions and services that help the Post Group grow.

My team



Job Complexity

The role has moderate levels of complexity. The job holder will be required to take responsibility and accountability for decisions, they will be required to plan and organise a range of activities concurrently and follow these through to completion. The job holder will need to be analytical and proficient in managing information from multiple sources.

Job Discretion

The job holder has discretion to undertake day to day activities. The job holder will operate within the agreed business plan and objectives, they will have some choice of action to take and will be required to show initiative and have original thought.

Key Accountabilities

The role is primarily accountable for providing transport operational infrastructure requirements nationally through:

- Container asset management and reporting, ensuring container equipment is being repatriated and supplied to match demand
- Work with internal and external stakeholders to understand national container requirements and demand fluctuations, and to set plans that will match these demand cycles
- Oversee and coordinate container asset repair and maintenance procedures and services
- Manage an annual national container audit and subsequent reporting
- Monitor the schedule of container asset procurement programme to ensure on time delivery of new equipment
- Assist Transport Infrastructure Manager with transport management/ Oracle Transport Management (OTM) reporting, as required
- Assist Transport Infrastructure Manager with TMS administration, as required

The role holder will establish and maintain strong relationships with key suppliers and customers (internal and external), building a thorough understanding of how container asset infrastructure and TMS technology improves service delivery performance throughout the end-to-end network.

Specific accountabilities for this role include the following:

Accountability	Description
Safety & Wellbeing	<ul style="list-style-type: none"> • Lead compliance with the Company's safety and wellbeing policies and procedures • Actively involved in safety observations and corrective actions • Maintain timely and accurate reporting of any hazards or potential hazards so that they may be remedied. • Take action to ensure equipment and work areas are well maintained. • Take personal responsibility for keeping themselves, co-workers and equipment safe and free from incidents.
Container Management	<ul style="list-style-type: none"> • Develop/maintain effective container management systems and procedures to eliminate the requirement to use variable transport capacity to distribute container assets between branches & centres • Ensure scanning and container management processes are robust and meet daily operating requirements • Provide clear communication to relevant parties on daily container supply • Develop full knowledge of container demand, especially around times of high demand e.g. peak • Work with internal customers to ensure supply is available for ad hoc projects/lodgements • Work with internal sites and the national transport team to prevent unnecessary build-up of surplus containers and maintain the flow of empty containers to Auckland or elsewhere, as required • Implement agreed contingency plans in a timely and efficient way that ensures container assets are available within the required service standard • Manage the flow of containers dispatched and returned to/from repair sites • Carry out in-depth analysis of supply and demand trends and adjust allocation and distribution plans as necessary • Develop/maintain container management procedures & reference manuals. • Trend container utilisation optimisation so it is reviewed and corrected when required. • Lead the completion of an annual container audit
Financial Management	<ul style="list-style-type: none"> • Establish and maintain container repair activity and cost reporting to ensure expenditure is contained within plan • Fully utilise the existing transport network to move containers around the country, thus minimising the requirement for variable or ad hoc transport to move containers. Liaise with transport team to utilise returning variable/ad hoc transport to move empty containers.
Service Performance	<ul style="list-style-type: none"> • Ensure document filing systems are robust and meet daily operating requirements • Ensure document filing systems are effective and efficient and processes documented • Logistics Management – Develop/maintain container management and supply process to ensure equipment matches customer demand • Regularly review all processes • Report on scanning compliance and identify areas of non-compliance. • Ensure an effective local and regional container management plan is in place along with sound communication protocols

Key behavioural competencies

Competency	Description
Planning	<ul style="list-style-type: none"> • Accurately scopes out length and difficulty of tasks and projects; • Sets objectives and goals; breaks down work into the process steps; • Develops schedules and task/people assignments; • Anticipates and adjusts for problems and roadblocks; • Measures performance against goals; • Evaluates results.

Interpersonal Savvy	<ul style="list-style-type: none"> • Relates well to all kinds of people, up, down and sideways, inside and outside the organisation; • Builds appropriate rapport; • Builds constructive and effective relationships; • Uses diplomacy and tact
Action Orientated	<ul style="list-style-type: none"> • Is a self-starter and enjoys working hard • Is action oriented and full of energy for the things he/she sees as challenging • Not fearful of acting with a minimum of planning • Seizes opportunities
Customer Focus	<ul style="list-style-type: none"> • Is dedicated to meeting the expectation and requirements of internal and external customers • Gets first hand customer information and uses it for improvements • Acts with customers in mind
Priority Setting	<ul style="list-style-type: none"> • Spends his/her time and the time of others on what's important • Quickly zeros in on the critical few and puts the trivial many aside • Can quickly sense what will help or hinder accomplishing a goal • Eliminates roadblocks • Creates focus
Continuous Improvement	<ul style="list-style-type: none"> • Is dedicated to providing the highest quality services which meet the needs and requirements of internal and external customer • Is willing to re-engineer processes from scratch • Is open to suggestions and experimentation
Strategic ability	<ul style="list-style-type: none"> • Sees ahead clearly; • Can anticipate future consequences and trends accurately; • Has broad knowledge and perspective;
Analytical thinking	<ul style="list-style-type: none"> • Uses a logical and systematic approach to understand an issue or problem • Develops a solution or range of solutions • Makes the right decision

Key Relationships

Internal	<ul style="list-style-type: none"> • Transport & Logistics Leadership Team • Regional and Area Service Delivery Managers • Transport Contractors • Specialist Support Groups (IT, Procurement, Shared Services, Finance)
External	<ul style="list-style-type: none"> • Transport Customers • Suppliers • System User Forums and Reference Groups

Qualifications / Experience

Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • NCEA Level 3 or equivalent <p>Desired</p> <ul style="list-style-type: none"> • Industry training
Experience	<p>Essential</p> <ul style="list-style-type: none"> • 3 years minimum in a support role or office environment. • Previous experience in the freight / transport industry. <p>Desired</p> <ul style="list-style-type: none"> • Experience collating and formatting data into reports.
Flexibility	<p>Essential</p> <ul style="list-style-type: none"> • Be flexible in terms of the hours of work • Be able to work away from base as required
Skills	<p>Essential</p> <ul style="list-style-type: none"> • Strong administrative skills • Good working knowledge of MS Office, especially MS Excel, Word • Good working knowledge of Adobe Writer • Analytical skills <p>Desired</p> <ul style="list-style-type: none"> • Familiarity with CHEP type system management

The company reserves the right to amend the job description, in consultation with you, as business needs change.