



# Environmental Lead

## North Island

Team:	Environmental Advisory Team	Location:	North Island
Reports to:	General Manager Environment		
Role Type:	Permanent, Full Time		

## 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 North Island Environmental Lead is responsible for providing oversight of KiwiRail's Environmental Risk and Compliance obligations by working with the KiwiRail Business Units and Support Functions in the North Island. This involves understanding above rail and below rail functions, processes and procedures and working closely with the Business Units to identify environmental risk and apply appropriate controls across all phases of their business, sites and projects to comply with relevant legislation and implement best practice to avoid or minimise environmental impacts.

The North Island Lead will assist the General Manager in socialising and delivering the Environmental Risk Strategy, and implementing the SHE and Environmental Policies, Principles, Standards and Guidance tools. This includes providing feedback on fit for purpose systems and assisting with developing improved systems and tools. The role is also required to work with the Environmental and Safety, Health and Wellbeing Assurance Team to ensure the environmental tools and information in Sharepoint are relevant and easy for the business to access.

The North Island Lead is responsible for working with the Business to implement the Environmental Management System across the North Island. The North Island Environmental Lead will also be responsible for providing knowledge leadership on environmental risk assessment and controls, and co-ordinating the Environmental Team's response to consent non-compliance and environmental incidents. As part of the monitoring and compliance function of the role, the North Island Environmental Lead will co-ordinate with the Environmental Advisors, and other Business Units, to complete site inspections, and environmental compliance audits within their geographical area. They will work closely with the Environmental Compliance Manager to ensure compliance activities are undertaken to a consistent and high standard, and outputs are appropriately and completely recorded in the KiwiRail incident and compliance management systems. The North Island Lead will also work closely with the Environmental Compliance Manager to ensure the Consent Compliance Database is kept up to date, reporting is accurate, and non-compliance actions are being managed.

The role will assist in raising environmental awareness across the North Island. This will involve developing and delivering training, working with the Learning and Development team to organise training across the business, attending briefings and toolboxes to communicate innovations, best practice, environmental standards, guidance and lessons learnt.

The role will have a strong interface with the Safety, Health, and Wellbeing (SHW), Property, RMA Planning, Legal, and Sustainability Teams and will help facilitate the involvement of these teams across planning, operations, renewals and maintenance undertaken by the wider business.

The North Island Lead is responsible for managing key relationships associated with environmental compliance and management within the North Island. E.g. Council Compliance, DOC, Heritage NZ.

The North Island Environmental Lead is responsible for the management of the Environmental Advisors located within the North Island. They will have day to day responsibility for work allocation for the Environmental Advisors, as well as providing supervision of the Advisors work progress, and quality. The career development of the North Island Environmental Advisors is a key aspect of this role.

### Key Accountabilities

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

- Establish and maintain productive working relationships with internal stakeholders e.g. Business Units, Support Functions and Project Teams carrying out work where a potential environmental risk exists, and providing advice and solutions to Business Units and project teams on environmental matters.
- Work with the General Manager Environment to develop and ensure the continuous improvement of KiwiRail's environmental management strategies, policies, objectives, principles, standards and guidance tools plans, etc and integrate these into the existing SHE Management system.
- Assist the General Manager Environment in developing the KiwiRail Environmental Management System which sits under the umbrella of the SHE Management System.

- Recognise and escalate key risks and legal implications to the General Manager Environment in a timely manner
- Oversee responses to significant environmental incidents, ensuring thorough investigation and appropriate engagement with regulatory authorities, mana whenua, and other external stakeholders.
- Work with the Environmental Compliance Manager to co-ordinate a consistent approach to the Environment Team's response to and reporting of consent non-compliance and environmental incidents.
- Work with the Compliance Manager to facilitate the management of potential or actual environmental related enforcement to ensure applicable people within the business have been notified, an action plan is developed and communicated, timely reporting to regulators has occurred and actions are implemented within agreed timeframes.
- Work with the Environmental Compliance Manager and the Environmental Advisors to ensure that incident reporting is accurate and up to date, and that reporting data bases such as ORA and the Consent Compliance data base are kept up to date and are accurate.
- Establish and maintain key relationships with North Island Council staff, particularly those with an enforcement or review/compliance function.
- Establish and maintain key relationships with other key stakeholders who KiwiRail may interface with when conducting our work e.g. Department of Conservation, Heritage New Zealand, iwi/hapu groups, etc.
- During performance of the role, identify areas of the business where environmental awareness requires improvement.
- Work with the General Manager Environment and wider team to facilitate or develop, implement and deliver environmental awareness or practice improvement training across KiwiRail.
- Work with the Business Units and Environmental Advisors to development and/or review environmental management plans which include applicable risk assessments and controls.
- Develop and implement an audit schedule for the North Island based on project and activity risk and schedule the Environmental Advisors to complete required audits.
- As required, assist the Environmental Compliance Manager to produce up to date and accurate environmental compliance status and risk reports for the General Manager Environment, Business Units and Senior Management.
- Advise the business on day-to-day environmental queries.
- Provide leadership by attending toolboxes and assisting with delivering important messages and/or lessons learnt to the business.
- Assist the Environment General Manager in communicating environmental best practice, new or updated Environmental Systems, lessons learnt or other helpful tools to the business. E.g. Express Articles, SHE Alerts, toolbox notices.
- Manage the Environmental Advisors in the North Island which includes their work allocation, ensuring proactive risk management, reviewing site and project management plans in a timely manner, incident management, assurance, tracking and assisting with their career development and fostering an inclusive and productive team culture.
- Work with the wider business to assess whether applicable environmental resource is available to manage risk on respective projects, sites and activities. This may include taking a hands-on approach. E.g. Interislander and Ferry Upgrades
- Keep up to date with industry best practice environmental management practices and legal obligations
- Collaborate with KiwiRail Teams, consultants, contractors, and stakeholders to deliver projects on time, on budget, and in compliance with environmental obligations.

## Key challenges

- Ensuring the consistent application of KiwiRail's Environmental Management System and compliance practices across multiple projects and geographies.
- Implementing a collaborative approach with internal stakeholders to consistently deliver projects and/or undertake day to day operations in an environmentally compliant manner. E.g. Project/Site Team, Property RMA and Env Team

- Building strong, effective partnerships with mana whenua and local regulators to support cultural and environmental goals within a construction framework.
- Balancing operational demands with the need for strict environmental oversight and sustainable practices.

<b>Key Relationships</b>		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Here are the key relationships relevant to this role					
Internal	Environmental Team	✓	✓	✓	✓
	Health, Safety and Wellbeing Team	•	•	✓	✓
	Property Team	•	•	✓	✓
	RMA Team	•	✓	✓	✓
	CPAD/ PDT	•	✓	✓	✓
External	Waster Contractors	•	•	✓	✓
	Contractors and Environmental Consultants	✓	•	✓	✓
	Councils, Heritage NZ, Department of Conservation	•	✓	✓	✓
	Mana Whenua and Iwi Representatives	•	•	✓	✓

## What you will do to contribute

<b>Health Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Implement safety procedures and ensure team compliance</li> <li>• Analyse workplace risks and develop mitigation strategies</li> <li>• Promote a culture of safety and wellbeing within your team</li> <li>• Respond effectively to safety incidents and near-misses</li> <li>• Support team members' physical and mental health</li> </ul>
<b>Environmental Compliance</b>	<ul style="list-style-type: none"> <li>• Monitor and report on environmental incidents and non-compliances, ensuring corrective actions are implemented and rehabilitation plans are in place.</li> <li>• Ensure compliance with HSE legislation, regulations, and best practice to maintain a safe working environment.</li> <li>• Develop and implement environmental audit programs and reporting to assess compliance with regulatory and internal standards.</li> <li>• Keep up-to-date with changes in environmental legislation and ensure these are communicated and embedded in KiwiRail's policies and practices.</li> <li>• Collaborate with legal teams to interpret regulatory requirements and manage interactions with regulatory bodies.</li> </ul>
<b>High Performing Teams Skills</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills to build relationships across KiwiRail in support of achieving high levels of environmental performance.</li> <li>• Set clear performance standards aligned with KiwiRail's goals</li> <li>• Build a supportive and cooperative team environment</li> <li>• Lead, mentor, and support KiwiRail environmental advisors and project teams to develop their understanding of environmental compliance.</li> <li>• Foster a collaborative environment across technical and operational teams to resolve environmental issues effectively.</li> <li>• Identify opportunities for coaching and mentoring</li> </ul>
<b>Commercial Acumen</b>	<ul style="list-style-type: none"> <li>• Plan and monitor resource allocation to achieve team objectives</li> <li>• Consider financial implications when making recommendations</li> <li>• Understand and comply with procurement guidelines</li> <li>• Work with suppliers to ensure quality outcomes</li> <li>• Recognise how financial decisions impact KiwiRail's overall position</li> <li>• Manage consultants and contractors to ensure environmental deliverables are met within budget and timeframes.</li> </ul>
<b>Role specific domain</b>	<ul style="list-style-type: none"> <li>• Follow governance frameworks and systems</li> <li>• Identify and address governance issues early</li> </ul>
<b>Role specific domain</b>	<ul style="list-style-type: none"> <li>• Choose and adapt appropriate risk management frameworks</li> <li>• Identify and forecast risks, issues, and opportunities in projects</li> </ul>
<b>Role specific domain</b>	<ul style="list-style-type: none"> <li>• Apply asset management policies</li> <li>• Implement asset management frameworks</li> </ul>

## Decision Making

The position is accountable for decisions regarding environmental compliance and risk management across either the North Island (NI) or North Island (SI).

Key decision-making requirements of the position include:

- **Determining Compliance Strategies and Priorities:** Assess project and operational requirements and determine the most effective strategies to meet environmental compliance obligations. This includes prioritising actions and resources to address areas of highest environmental risk and ensuring that projects, sites and operations adhere to both KiwiRail's environmental standards and New Zealand regulatory requirements.
- **Responding to Environmental Incidents:** Collaboratively decide with the Business Unit on the immediate actions and long-term corrective measures following environmental incidents. This includes evaluating the severity of incidents, coordinating with relevant authorities, and implementing necessary mitigation or remediation measures to minimise impact and prevent recurrence.
- **Managing Stakeholder Engagement and Communication:** Make key decisions on how to engage and communicate with external stakeholders, including regulatory authorities, mana whenua, and local communities. This involves balancing project objectives with environmental and cultural considerations, ensuring that stakeholder concerns are addressed, and maintaining KiwiRail's reputation as a responsible corporate citizen.

Human Resources Delegations	As per the HR Delegations Policy
Direct reports	1-2
Finance Delegations	\$10,000
Budget (operating and capital)	\$TBC
Travel Delegations	As per travel policy
Statutory powers	Nil

## Physical demands and the nature of work

This role is physically demanding and requires:

- Physical ability to undertake site visits
- Proactive equipment usage including safety boots, hard hats, eye protection etc
- 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 10+ years of experience in environmental compliance, risk management, or a similar role.
- You possess strong knowledge of New Zealand environmental legislation and experience working with local body regulatory teams.
- You understand the regulatory systems and processes and have experience in managing council compliance and regulatory aspects
- You have a proven track record of engaging with mana whenua and incorporating their environmental and cultural values into project delivery.
- You're skilled in conducting audits and reviewing environmental management plans for complex projects.
- You have experience leading incident investigations and advising on best-practice responses to environmental events.
- You're adept at building and maintaining strong relationships across diverse teams, both technical and operational.

### Ways of working / Work-related qualities

- You communicate effectively at all levels, with strong verbal and written skills.
- You're collaborative, able to work across departments and influence stakeholders to achieve compliance objectives.
- You're proactive in identifying and mitigating environmental risks.
- You approach challenges with a problem-solving mindset and seek sustainable solutions.
- You value and promote diversity, creating an inclusive environment that respects cultural perspectives, particularly those of mana whenua.

### Other Requirements

- You must pass regular drug and alcohol screenings.
- You have a current and valid NZ Driver's Licence
- You can undertake travel to KiwiRail sites as required.

### Qualifications

- You have a relevant tertiary qualification in Environmental Science, Environmental Engineering, Resource Management, or a related field.

**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.