



## Group Manager Regulatory

### Position Description

<b>Team:</b>	Regulatory Team	<b>Location:</b>	Auckland or Wellington
<b>Reports to:</b>	Chief Strategy Risk & Corporate Affairs		
<b>Role Type:</b>	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 Group Manager Regulatory is responsible for overseeing KiwiRail's rail and maritime regulatory strategy, ensuring timely and quality compliance, and proactively engaging in improvement initiatives to enhance safety outcomes. This role provides leadership in building confidence and trust in KiwiRail's licences to operate, managing regulatory risks, engaging with regulators, and supporting business improvement in safe, compliant operations.

### Key Accountabilities

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

- Develop and implement KiwiRail's regulatory strategy, ensuring alignment with business objectives and effective management of regulatory risks and opportunities.
- Oversee the full administration and maintenance of the Rail Licensing Safety Case and Licence to Operate, working with key Executives and supporting the Safety Liaison Officer to ensure compliance with the Safety Case and all relevant legislation and regulatory requirements.
- Lead the management of regulatory enquiries, findings, and audits, ensuring timely responses and supporting business owners to implement corrective actions and improvements.
- Build and maintain strong relationships with regulatory authorities, industry bodies, and internal stakeholders, representing KiwiRail in regulatory discussions and forums.
- Identify and manage regulatory risks, ensuring robust internal controls and leading investigations into compliance breaches.

### Key challenges

- Navigating complex and evolving regulatory requirements across rail and maritime sectors, ensuring business-wide compliance and timely administration of licences.
- Managing the impact of organisational change on regulatory obligations, including early identification and mitigation of risks associated with changes to the Safety Case.
- Coordinating and responding to multiple regulatory agencies, audits, and findings, often under tight deadlines and with high expectations for accuracy and professionalism.

<b>Key Relationships</b> Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Board, Executives and Senior Leaders		✓	✓	✓
	Executive and Board				
	Enterprise teams including safety, legal, operational		✓	✓	✓
External	NZ Transport Agency				
	NZTA (Rail Regulator/Director of Land Transport) & Maritime New Zealand	✓			
	Transport Accident Investigation Commission (TAIC)	✓			
	RMTU and industry partners		✓	✓	

## What you will do to contribute

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### Health Safety and Wellbeing

- Implement safety procedures and ensure team compliance
- Analyse workplace risks and develop mitigation strategies
- 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

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### Customer Focus

- 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
- Develop solutions to meet customer requirements
- Solve complex customer issues
- Work with colleagues to improve customer outcomes

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### High Performing Teams Skills

- Set clear performance standards aligned with KiwiRail's goal
- 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

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### Commercial Acumen

- 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

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### Full Administration of the Maintenance of the Rail Licence to Operate and NZTA Licensing Requirements

- Administration of the maintenance of a relevant and approved Rail Safety Case and the Licence to Operate. This Safety Case covers the full business.
- Direct, challenge and build submissions on Safety Case Notifications, Variations and Replacements.
- Work with the business to ensure end to end regulatory management and support compliance with the Safety Case.
- Ensure that management of change and the effects upon KR's Licence to Operate are identified early in the process and managed accordingly with the business and in line with the Railways Act 2005.

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### Maritime and Rail Regulatory Programme and Compliance

- Oversee the regulatory management of all enquiries and provide responses to regulatory agencies.
  - Provide ownership and management of regulatory findings, and work with relevant stakeholders to ensure remedial steps are identified and implemented into the business; and provide professional submissions back to external agencies to demonstrate required and appropriate actions have been taken. These should focus on how the risk is being adequately managed SFAIRP, and the assurance around it.
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	<ul style="list-style-type: none"> <li>• Manage and support activities such as regulatory agency inspections, reviews or audits.</li> <li>• Engage with the business to ensure continued audits and assessments to support compliance with the Safety Case.</li> </ul>
<b>Inform, Collaborate and Support the Business and ZH Capabilities</b>	<ul style="list-style-type: none"> <li>• Collaborate with technical and operational personnel to ensure continuous improvement in compliance.</li> <li>• Support staff to understand their role in regulatory enquiries and maintenance of the Rail Safety Case.</li> <li>• Coordinate internal submission with the business and the legal team.</li> <li>• Communicate regulatory information across the business.</li> <li>• Provide coaching and mentoring to Zero Harm personnel and the business in their roles and responsibilities in particular with the Rail Safety Case.</li> </ul>
<b>Regulatory Relationships</b>	<ul style="list-style-type: none"> <li>• Support the management of effective working relations specifically with NZ Transport Agency, WorkSafe and Maritime New Zealand.</li> <li>• Appropriate coordination of externally driven regulatory requirements.</li> <li>• Establish, develop and maintain strong relationships internally and externally, including professional networks.</li> <li>• Explore and facilitate opportunities to progress productive partnerships and collaborations.</li> </ul>
<b>Strategy, Planning and Secretariat</b>	<ul style="list-style-type: none"> <li>• Development and delivery of the KiwiRail Regulatory Strategy.</li> <li>• Work with the business to align business strategy, plans, risk management and regulatory goals to create value, enhance performance and support our License to Operate requirements; continuous improvement is a priority.</li> <li>• Deliver robust written and verbal briefings to Executive, Board, Regulators and internal business teams.</li> </ul>
<b>Programme and Project Management</b>	<ul style="list-style-type: none"> <li>• Develop and guide implementation of an annual regulatory management audit programme.</li> <li>• Identify key focus areas for improving regulatory business practice and deliverables from findings.</li> <li>• Ensure projects are appropriately scoped, resourced and governed to meet regulatory findings.</li> </ul>



## Decision Making

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

Key decision-making requirements of the position include:

- Makes strategic and operational decisions relating to KiwiRail's regulatory compliance, licence to operate, and safety case integrity.
- Exercises judgement in identifying, assessing, and mitigating regulatory and safety risks, including escalation where required.
- Determines organisational responses to regulatory findings, audits, and enquiries, ensuring appropriate, timely and defensible outcomes.
- Provides expert advice to Executive and senior leaders to inform decision-making on regulatory obligations, risk, and business change impacts.

<b>Human Resources Delegations</b>	People Leader
<b>Direct reports</b>	4 (total staff reporting, approx. 4)
<b>Finance Delegations</b>	Level 3: \$5,000 Operating   Nil Capex
<b>Budget (operating and capital)</b>	TBC
<b>Travel Delegations</b>	Yes approves national travel
<b>Statutory powers</b>	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

These are day one things that people need to do their job.

- You have significant experience working within a regulatory management role and with regulators.
- You have broad safety-related experience across an organisation, preferably in heavy industry or plant.
- You have strong people engagement skills and experience in coaching and mentoring.
- You exercise sound judgment to make key decisions and manage outcomes to strict deadlines.
- You have advanced organisation and planning skills, with the ability to manage multiple requirements and tasks simultaneously.
- You have excellent verbal and written communication skills, including the ability to document and communicate complex regulatory matters clearly.
- You can quickly establish credibility and interact confidently with internal and external stakeholders.
- You have experience in strategy, framework, and programme management across organisations.
- You have a working knowledge of New Zealand's legislative framework and obligations.

### Ways of working / Work-related qualities

These are how people work

- You lead your team to identify and address safety hazards, demonstrating care for their wellbeing.
- You seek out diverse perspectives and incorporate them into your decision-making process.
- You communicate clearly and confidently, tailoring your approach to different audiences.
- You stay calm and composed in the face of challenges or ambiguity.
- You take ownership of challenging goals and are proactive in seeking opportunities for improvement.

### Other Requirements

- You can comply with all KiwiRail health and safety requirements.

### Qualifications

You need either:

- Tertiary qualification in a relevant discipline (e.g. law, engineering, safety, risk, or public policy) or equivalent senior industry experience.
- Postgraduate or professional qualifications in safety, risk management, or regulatory practice are advantageous.
- Demonstrated ongoing professional development in regulatory, safety, or compliance disciplines.

**CREATING  
STRONGER  
CONNECTIONS**