



# Operational Safety Advisor (OSA) – Competency Assurance

## Position Description

---

<b>Team:</b>	Competency Assurance	<b>Location:</b>	South Island – regional travel required nationwide
<b>Reports to:</b>	National Compliance Manager – Competency Assurance		
<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.



## 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 purpose of this role is to support Protection compliance across KiwiRail by providing expert advice, training and guidance to rail corridor users on track safety rules. This role ensures compliance with safety-critical protection competencies and promotes a culture of safe, high-performance operations.

### Key Accountabilities

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

- Deliver Safety Observations/ Verifications of Competency and Rules revalidation training to maintain compliance and safe working practices.
- Provide advice and support to managers and staff to ensure compliance with legislation, Rail Operating Rules, and KiwiRail policies.
- Participate in audits, investigations, and post-incident reviews to improve safety outcomes.
- Develop and deliver Safety Observation/ Verifications of Competency and Rules Revalidation programmes for KiwiRail staff and contractors.
- Champion safety leadership and promote Life Saving Rules across the organisation.

Key challenges:

- Managing compliance across multiple regions with varying operational environments.
- Influencing and coaching staff and contractors to adopt safe working practices.
- Maintaining consistency in rule implementation and safety standards nationwide.

<b>Key Relationships</b> Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	BU Managers and Field Staff		✓	✓	✓
	Competency Assurance Coordinators		✓	✓	✓
	Learning and Delivery		✓	✓	✓
	Learning and Solutions		✓	✓	✓
	Learning Design and Systems		✓	✓	✓
	Protection Team		✓	✓	✓
	Wider KiwiRail employees and Zero Harm team		✓	✓	✓
	HR team			✓	✓
External	Contractors and Customers of KiwiRail Ltd		✓	✓	✓
	Service providers			✓	✓
	WorkSafe			✓	✓
	Unions			✓	✓

## What you will do to contribute

---

### Health Safety and Wellbeing

- Promote a culture of safety leadership and compliance with KiwiRail's safety standards.
- Conduct and lead audits, risk assessments, and investigations into operational incidents.
- Deliver and support Safety Observation and Rules Revalidation programmes.
- Ensure compliance with all relevant legislation, operating rules, and company policies.

---

### Customer Focus

- Provide timely and accurate safety advice to internal and external stakeholders.
- Support operational teams to meet customer needs while maintaining safety standards.
- Build strong relationships with contractors and customers to ensure compliance.

---

### High Performing Teams Skills

- Provide timely and accurate safety advice to internal and external stakeholders.
- Support operational teams to meet customer needs while maintaining safety standards.
- Build strong relationships with contractors and customers to ensure compliance.

---

### Commercial Acumen

- Provide timely and accurate safety advice to internal and external stakeholders.
- Support operational teams to meet customer needs while maintaining safety standards.
- Build strong relationships with contractors and customers to ensure compliance.

---

### Safety Advisory & Stakeholder Engagement

- Provide timely and accurate safety advice to internal and external stakeholders.
- Support operational teams to meet customer needs while maintaining safety standards.
- Build and maintain strong relationships with contractors and customers to support safe operations and compliance.
- Provide visible safety leadership and promote a positive safety culture.
- Champion the principles of the Life Saving Rules with managers, staff, and contractors.
- Encourage compliance with operational safety rules, procedures, and standards.
- Encourage the reporting of operational incidents and near misses.

---

### Protection Compliance, Assurance & Capability

- Achieve targets of zero competencies overdue within the assigned region.
  - Participate in and lead risk assessments and operational safety audits as required.
-

- Coach and mentor KiwiRail staff and external contractors on planning and implementing effective worksite protection in accordance with Track Safety Rules.
- Develop and deliver safety observations and support the delivery of Rules Revalidation programmes for KiwiRail staff and contractors.
- Complete documentation and follow-up actions arising from safety observations and audits in a timely manner.
- Support the standardisation and consistent implementation of operational rules nationwide.
- Deliver rules training in conjunction with training teams as directed.
- Lead or assist with investigations into operational incidents as directed.
- Recertify rail personnel following operational incidents where required.
- Undertake other duties as required.

### 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:

- Safety Compliance
- Training Delivery
- Incident response within delegated authority

<b>Human Resources Delegations</b>	Nil
<b>Direct reports</b>	Nil
<b>Finance Delegations</b>	Nil
<b>Budget (operating and capital)</b>	Nil
<b>Travel Delegations</b>	Nil
<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

This role is physically demanding and requires:



- extended periods of standing and walking
- occasional lifting of items up to 45 kg with assistance or equipment
- working in various weather conditions and environments
- exposure to mechanical equipment, electrical systems, vibration and noise
- ability to work in confined spaces and at heights using ladders/lifts
- capability to respond to emergency callouts and work extended shifts
- protective equipment usage including safety boots, hard hats, eye/ear protection

*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 demonstrated practical and theoretical knowledge of rail operational processes and track work protection.
- You have experience in applying safe working procedures in a practical environment.
- You have experience in coaching and mentoring individuals and small groups.
- You have experience in delivering training and conducting audits or investigations.

### Ways of working / Work-related qualities

- You communicate effectively and build strong relationships.
- You demonstrate visible safety leadership and influence others to adopt safe practices.
- You are proactive, detail-oriented, and committed to continuous improvement.

### Other Requirements

- You can travel regionally and work various shifts, including nights and weekends.
- You can pass regular drug and alcohol screenings.
- You hold a current and valid NZ Class 1 Driver's Licence.

### Qualifications

You need either:

- You have completed safety training and hold relevant industry certifications.
- A tertiary qualification in Health and Safety is desirable, or equivalent experience.

