



## Position Description

### Senior Safety, Health & Well-being (SHW) Business Partner – Metros

#### Position Description

|                    |                                                                                         |                    |                                                                       |
|--------------------|-----------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------|
| <b>Team:</b>       | Safety, Health & Wellbeing                                                              | <b>Location:</b>   | Within a Major KiwiRail Office (Auckland, Wellington or Christchurch) |
| <b>Reports to:</b> | Safety, Health & Wellbeing (SHW) Manager Infrastructure Projects Property and Corporate | <b>Job family:</b> | Zero Harm Delivery                                                    |
| <b>Role Type:</b>  | Permanent / Full time                                                                   | <b>Salary:</b>     | N/A                                                                   |

#### 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*

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## About the Role

### Purpose of the role

The Safety, Health & Well-being Business Partnering Team report into the Chief Safety, Health and Wellbeing Officer with a strong dotted line to an Operational Executive Officer and their associated Business Unit profile.

A SHW Senior Business Partner is responsible for engaging, facilitating and supporting the implementation of a safe and healthy work environment within their assigned portfolio, by effectively using the full range of Safety, Health and Well-being tools and processes provided through the SHE Management System, the SH&W technical specialists and assurance advisory teams.

The SHW Senior Business Partner provides support through demonstrating the purpose and use of safety culture leadership tools and helps to build competency and culture maturity through in-field coaching alongside their assigned Business Unit operational leadership and HSAT/ H&S Teams. The Business Partner will be able to clearly articulate the purpose of the Toitu Te Mauri Programme, demonstrate FELT Leadership safety practices and coordinate activities to help the business unit to embed, monitor and manage their compliance and performance requirements.

Care and Protect of our Safety, Health and Well-being is an important part of the KiwiRail Safety Culture. You will be a safety leader and are committed to “walk the safety

### Key Accountabilities

#### Safety, Health & Well-being Business Partnering:

Support, facilitate and coach the implementation of all elements of the Safety, Health & Well-being Strategy into your assigned portfolio:

#### Safety, Health & well-being & Environment (SHE) Management System and Tools

Maintain awareness of and facilitate, support and coach the implementation of the SHE Management System and associated self-service tools into your assigned portfolio.

- SharePoint Intranet - Standards and templates, SHE Communications (Alerts, Lessons Learned, Toolboxes, How-to Guides)
- SharePoint Contractor Portal – 1 stop shop for contractors and contractor management
- SharePoint Health & Well-being – advice, scheduling and booking tools and guidance
- SharePoint Incident & Investigation – advice on response, notification, reporting and investigation
- ORA - Incident reporting, investigation and control verification and contractor reporting modules
- Predict – Health management database
- PowerBi – Interactive Performance Dashboards
- KLE – SHE Training Modules and e-learning refresher tools

#### Critical Risk & Emergency Management

Ensure Safety, Health and well-being and Environmental Critical Risk Standards and tools are implemented, and requirements are understood.

- Act as a key driver within your assigned portfolio i.e. BU Leadership Team and HSAT/ H&S Committees to engage with this workstream.
  - Facilitate development and maintenance of overall BU and site-specific safety, health and wellbeing risk registers using the Kiwirail Critical Risk Minimum Standards.
  - Facilitate site specific risk identification workshops, site walks and task/process specific risk assessment, as required.
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- Support development and maintenance of Site Safety and Emergency Management Plans.
- Support BU testing of emergency scenarios, in line with the Site Safety and Emergency Management plan templates and tools provided.

### **Performance Monitoring & Control Effectiveness**

Support the Leadership Team and HSAT/H&S Representatives with understanding and interpreting the performance data provided.

- Maintain an oversight of SH&W Performance for your profile, review data at least once monthly to develop specific insights and identify opportunities to initiate SH&W initiatives to address gaps.
- Provide reports and insights to the Safety Health and Wellbeing Manager and BU Leadership Team for the portfolios you support, covering initiatives in place, implementation progress and effectiveness/ performance improvement.
- Support monthly desktop assessments of BU to site level ACC and R3F/ Maritime accreditation evidence requirements and provide content for BU Leadership team report.

### **FELT Leadership & Toitu Te Mauri Coaching**

Support the coaching programme for BU Leadership Team and HSAT/ H&S Representatives with undertaking:

- Safety Interactions (using 4 and 6 step approaches)
- Site critical walks, (task observation and hazard identification activities)
- Critical Risk Task Audits using Critical Risk Control Verification tools.
- Using ORA to Record these activities, as per the KiwiRail-wide Key Performance Indicators set.
- Support the Sponsor Managers and HSAT/ H&S Committees with escalating significant risk findings for funding/ support to close these out within 3 months of being raised.
- Support the Site Managers with completing incident investigations and closing out action items within 3 months of event occurring and reporting lessons learned back to team through monthly toolboxes and briefings.

### **Incident and Investigations**

- Occurrence Management and Investigations Process and tools, teach/coach BU Leadership and Site Managers on how to use them to ensure investigations get to root cause and the actions are aligned with the findings.
- Participate and support post occurrence management calls led by the business unit (when activated).
- Collaborate with the Senior Investigators on investigation activity and triaging requirements (including risk assessment of events to determine level of investigation, undertaking critical risk and rail/maritime coding, assigning responsible business unit(s) and direct actions).
- Support BU Leadership and Site Managers to complete incident investigations and close out action items within 3 months of event occurring.
- Prepare and share lessons learned back to teams through monthly toolboxes and briefings.

### **Continuous Improvement**

Participate in the development and review of SH&W strategies, reporting and indicators through workshops facilitated by the SH&W Technical Specialists including reviews and development of:

- legislation/ regulation and standards
- critical risk management internal standards
- training materials
- engagement and consultation activities
- safety and health in design opportunities
- health and exposure monitoring programmes
- injury management requirements
- safety and health improvement initiatives.

## Key challenges

- Increasing the lead indicators within the assigned BU portfolio.
- Influence change, empower people and embrace a good reporting culture.
- Implementation of Critical Risk Controls at business unit level.

| Key Relationships<br>Here are the key relationships relevant to this role |                                                                                      | Manage/Lead | Deliver to | Collaborate with | Advise or inform |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------|------------|------------------|------------------|
| Internal                                                                  | Assigned BU Executive Officer                                                        |             | ✓          |                  |                  |
|                                                                           | Managers SHW and Business Partners                                                   |             |            | ✓                |                  |
|                                                                           | GM Assurance & Governance                                                            |             | ✓          | ✓                |                  |
|                                                                           | GM Critical Risk & Investigations                                                    |             | ✓          | ✓                |                  |
|                                                                           | GM Health & Wellbeing                                                                |             | ✓          | ✓                |                  |
|                                                                           | Assigned BU Leadership Team, HSAT/H&S Reps and Union Delegates / Industrial Councils |             | ✓          | ✓                |                  |
| External                                                                  | Contractors                                                                          |             | ✓          | ✓                |                  |

## 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>SHW Improvement Initiatives</b> | <ul style="list-style-type: none"> <li>• Contribute to continuous improvement opportunities within KiwiRail through the development of good practice guidance and use your influence and strategic direction for improving KR SHW risk management, critical risk management and change management.</li> <li>• Contribute to the development and implementation of the critical risk and continuous improvement programme, effectiveness monitoring standards, tools, and training materials.</li> </ul> |
| <b>Customer Focus</b>              | <ul style="list-style-type: none"> <li>• Provide a positive customer experience</li> <li>• Support a customer-focused culture at KiwiRail</li> <li>• Know our services well and explain them to customers</li> <li>• Respond quickly to customer needs</li> <li>• Develop solutions to meet customer requirements</li> <li>• Solve complex customer issues</li> <li>• Work with colleagues to improve customer outcomes</li> </ul>                                                                      |

|                                       |                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>High Performing Teams Skills</b>   | <ul style="list-style-type: none"> <li>• Set clear performance standards aligned with KiwiRail's goal</li> <li>• Build a supportive and cooperative team environment</li> <li>• Provide timely and constructive feedback</li> <li>• Actively seek diverse perspectives in problem-solving</li> <li>• Identify opportunities for coaching and mentoring</li> </ul> |
| <b>Commercial Acumen</b>              | <ul style="list-style-type: none"> <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> </ul>                                                                                                                   |
| <b>Risk Management</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> <li>• Support facilitation of risk assessments and develop management strategies</li> <li>• Implement risk controls and engage stakeholders in risk management</li> </ul>     |
| <b>Human Resources Delegations</b>    | D                                                                                                                                                                                                                                                                                                                                                                 |
| <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 with site visits 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
- construction site visits that can require walking on and around uneven surfaces

*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 will have 5+ Years of experience in a generalist SHW position.
- You will have 5+ years of experience working in an operational functional role.

- You will have 3+ years of experience working with Senior Executives and Leaders implementing strategy and large change programs.
- You will hold a competent level of technical expertise in Safety, Health or Wellbeing,
- You will have experience working in large, complex operational environments in a Safety, Health and Wellbeing advisory capacity.
- You will have Training/Communication/Presentation skills
- You will have strong verbal and written communication skills
- You know how KiwiRail interacts with other agencies and the Government

### **Ways of working / Work-related qualities**

- You prioritise safety by identifying and addressing hazards, ensuring the wellbeing of others.
- You are a strong at coaching and influencing teams.
- You stay calm and composed in the face of challenges or ambiguity.
- You take ownership of challenging goals and are proactive in seeking opportunities. Enter
- You seek out learning opportunities, using new knowledge to improve performance.
- You actively collaborate with colleagues, contributing positively to team tasks.
- You organise your time effectively, ensuring tasks are prioritised and delivered to a high standard.

### **Other Requirements**

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

### **Qualifications**

You need:

- Safety, Health and Well-being qualification (Minimum NEBOSH Certificate or equivalent)

**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.