

KiwiRail | Position Description

Corridor Access Advisor National Protection

Purpose:

The Corridor Access Advisor will work closely with the National Corridor Manager, Protection Managers/Planners and third-party contractors and is responsible for ensuring that the permitting for all Protection Activities is safe, effective and timely. The Advisor will be responsible for liaising with contractors/subcontractors to ensure that they operate a safe working environment within the Rail Corridor by performing the correct safety checks, reviewing documentation and issuing the correct permits to ensure all work within the Rail Corridor is planned, efficient and effective.

The Corridor Access Team will be involved in delivering a high standard of service and safe access to all 3rd Parties working in and around the Rail Corridor.

This role will also provide effective and efficient coordination regarding queries, administrative information and reporting safety statistics and permit engagement.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to “walk the safety talk”.

Dimensions:

Reports to:	National Corridor Manager
Responsible for:	Supporting the National Corridor Manager
Location:	Auckland based role with occasional domestic travel as required
Budget:	None
Internal Contacts:	National Protection Manager Business Support team Regional Protection Managers Regional Protection Team Leaders Property and Grants Team Asset Engineers & Field Asset Engineers National Compliance Manager Zero Harm Production & Field Production Managers Planners
External Contacts:	Utility Providers Contractors Parties needing to access the rail corridor Territorial Local authorities Government agencies Local community groups Rail Operators and Participants

Key Accountabilities

Rail Corridor Access

- Advise third party contractors to ensure that they are accessing the Rail Corridor with the correct permit documentation and support documentation is accurate and correct.
- In consultation with the Regional Protection Teams, identify in advance the internal resources required to support each Protection Job.

- Review and approve documentation supplied for Rail Corridor Access by 3rd party customers to ensure documentation is accurate and reflects the rail corridor hazards, risks and mitigations for work sites.
- Authorise and issue "Permits to Enter" to external parties to enable safe entry onto the rail corridor and ensure these are timely, accurate and complete.
- Provide excellent customer service to all internal and external customers.
- Provide concise and accurate advice to anyone wishing to enter the rail corridor. This includes but is not limited to; the application requirements and timeframes, the information needed for the application, and any other advice that our customers may not necessarily know is required or other deliverables that Kiwirail can offer as part of this service.
- Be responsible for own safety and that of other rail personnel, contractors and visitors within particular work environment.
- Be responsible for the identification, reporting and initial control of any safety and environmental hazards identified on any sites audited.
- Offer health and safety suggestions when they could reduce risks.
- Report accidents/incidents to National Corridor Manager immediately.
- Report hazards to the relevant authority that could or may result in injury to personnel or damage property.
- Provide details of any non-conformance or hazard work in the Rail Corridor to National Corridor Manager to assist with education, post incident calls and stakeholder engagement in order to help prevent occurrences.
- Monitor nationalpermits@kiwirail.co.nz e-mail inbox on a rostered basis and ensure all documentation is filed accurately and customers responded to in a timely fashion.

Rail Corridor Safety

- Ensure compliance with relevant safety rules and standards for corridor access.
- Audit permit holders while on rail corridor to ensure compliance with land entry requirements. Put in place/ recommend remedial measures to ensure compliance.
- Monitor and check contractors and 3rd parties for completed and updated inductions and safety critical checks before and during any works.
- Assist with National Corridor Manager in any incidents on site as required and ensure all hazards are accurately identified and suitable elimination/isolation/mitigation is recommended.
- Analyse safety plans and work methodologies submitted by the third parties and ensure they include rail safety requirements and are adequate for the work requirements of rail.
- Understand Legislation, KiwiRail rules and standards, internal/external communications relevant to 3rd party contractors wanting to work in the Rail Corridor.
- Ensure applications follow National Code of Practice for Utility Operators' Access to Transport Corridors

Audit and Verification

- Participate in site and task/activity focussed inspections and audits for 3rd party contractors.
- Include contractors, 3rd parties, KiwiRail works and customer compliance in audit activity.
- Understand KiwiRail rules and standards regarding Permit to Enter process.

Engagement and Communication

- Assist in the development of Corridor Access strategies and reporting to support performance improvement of 3rd party contractors.
- Support site teams understanding and implementation of Corridor Access and Protection strategies.

Incident reporting

- Support teams and managers with the timely and accurate reporting of near miss events and actual harm or damage incidents.
- Assist site teams with ensuring incident descriptions, language used and risk ratings applied clearly and appropriately reflect the event and severity/potential outcomes.

Engagement, Culture and Capability Development

- Work with key stakeholders including 3rd Party Customers, KR Internal customers, Infrastructure Operations to manage access and mitigate ongoing issues to work towards delivering a high safety standard as well as improve efficiency for our customers.
- Provide excellent customer service to all internal and external customers.

- Advise on best practice methodologies and strategy for works being completed safely
- Work with the National Corridor Manager to proactively manage 3rd party stakeholder relationships
- Awareness and understanding - work with site teams to ensure safety, health and environmental awareness and understanding is developed
- SHE Work Conversations - complete SHE Work Conversations while engaging with 3rd party contractors
- Engagement - support local managers with interpreting KiwiRail rules and procedures and incorporating these into their work planning, and overall Health and Safety documentation.
- Present in a professional manner and promote workplace practices that foster a positive culture

Person Profile

Essential:	Desirable:
<ul style="list-style-type: none"> • Experience working in a generalist H&S position or permitting in a Zero Harm space • Previous experience working with Microsoft Office Products specifically SharePoint, Powerpoint, Word, Excel, BI, Visio; Adobe write. • Effective self-management. • Ability to engage and clearly communicate with all levels of the Business and manage upwards. • Demonstrated ability to understand data and information. • Ability to develop and monitor project plan status. • Solid report writing experience. • Knowledge of basic finance functions such as invoicing, purchasing. • Proven ability to use initiative to solve problems. • Proven ability to capture actions from meetings and proactively engage and obtain deliverable completion to timetable • Professional and able to cope in high pressure situations. 	<ul style="list-style-type: none"> • Experience of working in an infrastructure-type industry such as rail, construction or roading. • Traffic Management Planning. • 5+ years of H&S generalist role.

Education:

Essential:	Desirable:
<ul style="list-style-type: none"> • Risk Assessment/Management • Audit • Training/Communication/Presentation skills • Innovative approach – identifying opportunities to streamline work processes and improve productivity 	<ul style="list-style-type: none"> • HSE Diploma/Tertiary HS&E qualifications and/or equivalent Certificate in Business Administration