

# KiwiRail | Position Description

## Protection Advisor

### **Purpose:**

This position is responsible for providing quality technical advice to the Wellington Metro Network Protection Team including auditing, scoping and training from a compliance perspective. The role includes auditing worksites, scoping worksites for protection requirements and providing support to the field operations within Protection.

It plays a key role in maximizing the safety of the field teams and well as for third parties who have been given approval to access the rail corridor. An element of competency management will come into the role.

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:** Protection Workforce Manager  
**Responsible for:** Nil  
**Location:** Wellington - Some travelling/overnight may be required  
**Budget:** Nil  
**Internal Contacts:** Wellington Metro Network Protection team  
Safety, Health and Wellbeing  
Production Manager  
Asset Engineer  
Traction staff  
Field staff  
**External Contacts:** Third parties accessing the rail corridor  
Contractors  
Members of public

### **Key Accountabilities:**

#### **Operations**

- Assist with the scoping of work sites to determine the protection requirements of each work site.
- Audit worksites to ensure compliance with the Track Safety Rules
- Recommend and implement remedial measures required for compliance
- Maintain a safe working environment during the execution of safety protection
- Understand and comply with operating safety rules
- Complete forms and documents as and when required
- Contribute to team decisions and Tool Box Meetings
- Maintain a customer service focus and display professional behaviour when dealing with, associated client personnel, sub-contractors and members of the public

- Such other duties and responsibilities as the company may require from time to time

### **Safety, Health and Wellbeing**

- Report all hazards and incidents/accidents/environmental to your manager and according to the processes, escalate where appropriate and act promptly
- Adhere to KiwiRail's health and safety requirements and take responsible for maintaining a proactive approach regarding both personal wellbeing as well as that of fellow employees, associated client personnel, sub-contractors and members of the public.
- Ensure safety inductions/audits in and around workplace are carried out and records are documented and kept on file.
- Ensure keep up-to-date with all safety bulletins, and changes to codes and practices.
- Help the structures team to understand and deliver their Zero Harm accountabilities and champion the Care & Protect value.
- Re certify rail personnel following operational incidents.
- Participate in and lead Audits as required.
- Processes followed are compliant with investigation management procedures.
- Risk control measures are established and implemented to satisfy 'so far as is reasonable practicable' requirements.
- Assigned actions in the Incident Reporting and Investigation System (IRIS) are completed within the assigned target dates.

### **Training & Development**

- Signing off contractors for competencies
- Undertake On the Job Training for the set designation plus attend training courses run by company or external agencies where required to fulfil requirements of the position
- Assist with signing off rail protection staff Career Progression plans and On the Job Training components

### **Rail Corridor Access**

- Provide excellent customer service to all internal and external customers
- Audit 3<sup>rd</sup> party contractors to ensure safe work methods are being executed and followed

### **Rail Corridor Safety**

- Be the key champion and leader for efficient and productive track protection methods to maximise field team productivity and minimise the disruption to trains without compromising safety by being fully compliant.
- Ensure compliance with relevant safety rules and standards for corridor access
- Audit permit holders while on rail corridor to ensure compliance with the permit's requirements. Put in place/ recommend remedial measures to ensure compliance.
- Work with internal/external groups or individuals to facilitate the preparation of work site safety plans, in particular the rail safety provisions.
- 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.

### **Project Planning**

- Assist with the plan-protect-do-review planning/ scheduling and help maximise the productivity of all sites requiring track protection by ensuring effective participation in planning meetings
- Contribute to block of line planning and execution

- BOL Manager as required
- Relief RPO 1.4 post incident if necessary
- Plan and facilitate the Block of Line activity in the network.
- Work with contractors and government bodies to plan methodologies for accessing the corridor.

### **Revenue Opportunities**

- Identify potential revenue sources within the industry where protection and access can be optimized
- Look for opportunities in the projects space where protection can add value to other areas of the business and community
- Provide technical advice to project interfaces

### **Person Profile**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Experience in protection within the rail environment</li> <li>• Planning and project management, staff supervision, team work and external party liaison</li> <li>• Knowledge of rail operations and interactions with adjacent works</li> <li>• Ability to work outdoors in all weather</li> <li>• Ability to work non-standard hours as required (including nights and weekends)</li> <li>• Methodical work approach with strong attention to detail</li> <li>• Ability to interact constructively with staff and contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with running complex multiple worksites.</li> <li>• Experience with site safety plans and health and safety processes</li> <li>• Ability to analyse site safety requirements and draft safety plans accordingly, proposing suitable rail safety protection methods</li> <li>• Incident investigation experience</li> <li>• Local knowledge certified (area specific)</li> <li>• Physically fit and agile</li> </ul>

### **Education:**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Literacy and numeracy to NCEA Level 3 or equivalent</li> <li>• First Aid and CPR certified</li> <li>• Tunnel gas certificate</li> <li>• Electrical Awareness Advanced certificate</li> <li>• All Track Protection Competencies including RPO-M, EAA and RPO-60</li> <li>• Please refer to Bulletin 551 issued on 4<sup>th</sup> June 2019 for complete list of certification and competencies</li> </ul>	<ul style="list-style-type: none"> <li>• Verifier/assessor qualified</li> <li>• Train the trainer qualified</li> <li>• Tertiary qualifications</li> <li>• Planning qualifications</li> <li>• A current Class 2 drivers licence</li> </ul>