



Position Description

Senior RMA Advisor Property

Purpose

To provide Resource Management Act (the Act) advice and support to KiwiRail Holdings Limited (KiwiRail), in achieving compliance with the Act and the proactive protection of KiwiRail's operations and developments including;

- To advise KiwiRail about the Act and related risks,
- To scan and assess opportunities for company input to formal and informal planning consultations and support these through hearings/public process(es),
- Use good judgement in determining where limited resources should be deployed to best effect,
- To identify and build good strategic relationships with national agencies, regional and district councils.

To represent KiwiRail's interests in strategic planning processes run by other parties. This can range from core RMA strategies and initiatives, to related transport planning initiatives.

To minimise risks to rail operations including maintenance through developments associated with third party activities, Plan and Plan changes and policy initiatives in RMA and related fields i.e. pest management, NES developments etc.

To ensure railway corridors are safeguarded, retain their designations and are protected for future operational use.

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: RMA Team Leader
Responsible for: Nil
Location: Wellington
Budget: Per Delegation Manual

Internal Contacts:

- Executive Team
- Strategic Land Use Team
- Project Managers
- Engineers
- GIS team
- Legal Counsel
- Regional Managers / Area Managers / Site Managers
- Health, Safety and Environment Managers

External Contacts:

- Local and Regional Authorities
- NZTA
- MOT
- Project Managers
- Professional Advisors
- Landowners/developers
- External Counsel



Key Accountabilities

Accountability 1: Protecting and Supporting KiwiRail Assets, Operations and Projects

- Ensure operational railway land is designated for railway purposes and holds appropriate underlying zoning.
- Prepare or manage the preparation of notices of requirement as required for new/changed/uplifted designations.
- Prepare or manage the preparation of outline plans and resource consent applications.
- Provide planning services to KiwiRail projects ranging from direct involvement to peer review of consultants work and assist and advise on RFP and tender processes as required.
- Review district and regional plans to ensure that KiwiRail's activities are not compromised through inappropriate zoning, policies or rules.
- Assist in developing and promoting KiwiRail RMA polices in Plans (i.e. reverse sensitivity) and scan, assess and promote regional polices/rules which support KiwiRail operations and projects.
- Attend Council hearings and Environment Court/BOI hearings as KiwiRail's representative.

Accountability 2: Integrated National, Regional and District Planning

- Provide strategic input into planning initiatives involving linkages between the rail network and land use including; Regional and District Policy and Planning Documents, Regional Transport Plans, NZTA strategies/consultations.
- Build productive relationships with national agencies, in particular NZTA, so that areas of common RMA interest can be jointly pursued.
- To the greatest extent practicable align strategies with other agencies to increase opportunities to share resources/approach to network RMA issues.
- Keep abreast of issues, risks and initiatives in the wider planning environment, including changes in RMA and related legislation.
- Provide input into legislative changes as required by legal counsel.

Accountability 3: Policy/Process Development

- Assist with the development and maintenance of internal and external RMA related policy to support the functions of the RMA team i.e. reverse sensitivity, level crossings in Plans, approach to third party issues etc.
- Embed RMA processes into KiwiRail's business as usual activities.
- Process development to achieve efficient and effective internal routine processing.

Accountability 4: Liaison and Communication

- Proactively develop and maintain relationships with local council and regional authorities as KiwiRail's RMA contact.
- Develop measures/strategies to encourage public/councils to consult KiwiRail on a wide range of RMA matters – working towards 'no surprises'.
- Ensure awareness of the RMA Team's role and responsibilities across KiwiRail business.
- Educate staff and contractors on RMA processes and responsibilities

Zero Harm

- Responsible for complying with all rail safety system standards, procedures and statutory requirements within your area of responsibility
- Responsible for your own safety and that of other rail employees, contractors and visitors within your work environment
- Responsible for the identification, reporting and initial control of any safety or environmental hazard identified within your area to your immediate manager
- Adhere to KiwiRail's health and safety requirements and take responsibility 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.
- Report all accidents and incidents to your immediate supervisor within one hour.

Person Profile

Essential

- 6yrs+ years' experience working with the RMA
- Planning experience in a combination of private and public sector organisations
- Strategic planning experience including policy work
- Able to make effective decisions without supervision
- Ability to think strategically and identify both risks and opportunities
- Ability to communicate effectively and openly in a variety of settings and styles
- Ability to prioritise and manage (sometimes heavy) workloads and timelines, understands how to separate and combine tasks to manage workflow
- Committed to working as part of a greater team to achieve KiwiRail's overall RMA goals
- Takes responsibility for actions, maintains 'energy' and self-motivation, sees projects and initiatives through and looks for solutions and opportunities.

Desirable

- Knowledge and/or experience of working with designations
- Experience working with council related RMA work
- Preparation of evidence and attendance at planning hearings
- Engagement and management of consultants
- Understanding of project management methodologies and techniques

Education

| Essential | Desirable |
|--|---|
| <ul style="list-style-type: none">▪ NZPI recognised planning qualification | <ul style="list-style-type: none">▪ RMA or Environmental or science-based qualification |