



Intern

KiwiRail Internship Programme – (Across New Zealand)

Team:	TBC	Location:	Across New Zealand
Reports to:	Intern Manager		
Role Type:	Fixed Term		

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.



Safety, health, and well-being are our number one priority, ensuring our people return home safe and healthy every day.

About the Role

Purpose of the role

The aim of the KiwiRail Intern Programme is to attract and grow young and diverse talent for future operational and technical roles across KiwiRail, whilst also providing the Intern with work experience.

The Programme will provide the Intern with a supportive and safe learning environment.

The Programme will work around the Interns study and the hours of work will be flexible to align with this and also KiwiRail's business needs.

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".

What you will do to contribute

Health Safety and Wellbeing	<ul style="list-style-type: none"> • 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
High Performing Teams Skills	<ul style="list-style-type: none"> • Set clear performance standards aligned with KiwiRail's goal • Build a supportive and cooperative team environment • Provide timely and constructive feedback • Actively seek diverse perspectives in problem-solving • Identify opportunities for coaching and mentoring
Project Work	<ul style="list-style-type: none"> • Projects to be completed as determined with your manager and based on the needs of the business. • Attend project review meetings to ensure project progresses to plan. • Provide support in the delivery of projects and professional assignments. • Develop strong working relationships and networks with key stakeholders to assist with project concepts, design and implementation. • Ensure that management have regular and necessary information on the progress of the project. • Assist in preparing project documentation including business cases, project plans, schedules of work, budgets and reporting.

General

- Take responsibility for your continuing professional and personal development.
- Contribute to work planning as required.
- At all times act in accordance with legislation, policies and procedures.
- Be seen as an effective representative for KiwiRail, and act at all times in a professional manner conducive to promoting a positive KiwiRail image.

Human Resources Delegations	Nil
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Direct reports	0
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Finance Delegations	0
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Budget (operating and capital)	0
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Travel Delegations	Nil
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Statutory powers	Nil
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Physical demands and the nature of work

Due to the operational nature of our business, some roles may involve occasional physical tasks or time spent on-site in workshops, yards, or other field environments. While most graduate positions are primarily office-based, a degree of physical activity may be required depending on the specific role or project

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

- A good communicator
- Display a positive attitude
- Display values consistent with the KiwiRail core values
- Have a safety focus
- Be positive and hardworking with a can-do attitude
- Be a flexible and adaptable individual with persistent drive to learn new skills and constantly improve
- Excellent communication skills with the ability to build strong relationships quickly and effectively
- A curious, practical and innovative mindset

Desirable:

- Demonstrated the essential skills by evidence of roles within clubs, sports teams, community involvement and/or paid or unpaid work experience other relevant positions held.

Qualifications

You need to:

- Studying toward a bachelor's degree in a relating discipline