



# Internal Auditor

## Position Description

Team:	Safety, Health and Wellbeing	Location:	Auckland
Reports to:	Assurance Audit Manager		
Role Type:	Permanent		

### 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 SHE Management System **Internal Auditor** will be responsible for evaluating and improving the company's quality and safety policies, procedures, and practices. This role involves conducting regular audits, identifying potential risks, ensuring compliance with industry standards and regulations, and promoting a culture of continuous improvement.

The role will examine, verify, analyse, and evaluate the organizational, maintenance and operations safety procedures and policies to ensure that critical controls are sufficient, remain in place and are compliant with SHE Management System and any applicable regulations, laws, or ordinances.

The **Internal Auditor** will perform an in-depth assessment of operational records to determine and evaluate the effectiveness of the company's risk management controls, determine the level of compliance with SHE Management System and identify internal and external weaknesses. Key to this will be understanding and interpreting the content of the SHE Management Systems, including the ability to comprehend the SHE Critical Risk controls. An important part of this role is to clearly articulate these to the business and to provide guidance on an acceptable means of compliance.

The position needs to be able to work effectively in situations that at times may be ambiguous and as part of a high performing team. This role also requires significant experience in the use of safe working and occupational health legislation and standards. 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"

### Key Accountabilities

Within the area of responsibility, this role is required to:

#### Audit Planning and Execution

- Support the development of a comprehensive audit program plan to assess the effectiveness of SHE Management System and its policies and procedures.
- Manage the audits assigned to you and ensure they are completed within the timeframe assigned.
- Arrange and schedule the audits with 3 months prior notice for the managers ensuring all facilities, flights etc. are booked and audit timetable published to auditees.
- Undertake an opening meeting as required.

#### Compliance Monitoring

- Ensure compliance with relevant industry standards, regulations, and company policies through undertaking in-depth and detailed audits.
- Ensure documented and supporting evidence is available to verify compliance and uploaded into ORA as evidence.
- Ensure the commentary recorded throughout the audit is sufficiently detailed and to a good standard to provide assurance that the audit criteria has been substantially met or not met.

#### Report Preparation

- Prepare detailed audit reports with findings and related actions, conclusions, and recommendations.
- Undertake a close out meeting and present the report to management and relevant stakeholders at the end of the audit and obtain commitment to the findings and actions raised.

## **Corrective Actions**

- Ensure that the actions are written in sufficient detail and to a good standard so that they are clear on what's expected and can stand alone. They must record in sufficient detail evidence needed to close the actions ensuring that the verification can be undertaken easily.
- Ensure causal codes are assigned to all actions for data and reporting purposes.
- Follow up on audit findings to ensure that corrective actions are implemented effectively and within the required timeframe.

## **Risk Assessment**

- Identify potential risks and areas of non-compliance and provide recommendations for mitigation and improvements.

## **Training and Support**

- Provide ORA Control Verification training and support to staff.
- Provide training and support to staff on SHE Management System Policies and Procedures and SHE Critical Risk and their Controls.
- Peer review completed audits/control verifications conducted by responsible business units to ensure all relevant information has been obtained and considered, correctly uploaded and corrective actions captured in ORA.
- Collaborate with the Business Partners on assurance activity, SHE Management System and auditing requirements.

## **Documentation**

- Maintain accurate and organized records of all audits, findings, and corrective actions.

## **Continuous Improvement**

- Promote a culture of continuous improvement by identifying opportunities to enhance quality and safety processes.

## **Collaboration**

- Work closely with various departments to ensure alignment with safety objectives and foster a collaborative approach to problem-solving.

## **Key challenges**

- Planning and coordinating the audit to deliver the audit programme
- Managing and analysing complex processes to undertake safety audits

<b>Key Relationships</b> Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	EXCO Members		✓		✓
	Senior Managers		✓	✓	✓
	Mid-Level Mangers			✓	✓
	Safety Health and Wellbeing			✓	✓
	Legal and Regulatory Teams			✓	✓
	SHW Auditors	✓			
External	NZTA		✓	✓	✓
	TAIC		✓	✓	✓
	WorkSafe		✓	✓	✓
	External Auditors i.e ACC		✓	✓	✓



## What you will do to contribute

<b>Health Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Provide ongoing support to SHW leaders as required to support the implementation of the SHE Management system content and guidance on SMS/ACC and CRM Audits</li> <li>• Support the implementation of safety procedures and ensure team compliance</li> <li>• Analyse assurance risks and develop clear recommendations</li> <li>• Promote a culture of safety and wellbeing</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>• Work with colleagues to improve customer outcomes</li> </ul>
<b>High Performing Teams Skills</b>	<ul style="list-style-type: none"> <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 whilst undertaking Audits</li> </ul>
<b>Commercial Acumen</b>	<ul style="list-style-type: none"> <li>• Consider financial implications when making recommendations</li> <li>• Recognise how financial decisions impact KiwiRail's overall position</li> </ul>
<b>Role specific domain</b>	<ul style="list-style-type: none"> <li>• Comply with the governance frameworks and systems</li> <li>• Identify and address governance issues early</li> </ul>
<b>Role specific domain</b>	<ul style="list-style-type: none"> <li>• Follow appropriate risk assurance management frameworks</li> <li>• Identify and forecast risks, issues, and opportunities in assurance</li> </ul>

## Decision Making

The position is accountable for decisions regarding assurance audit objectives related to SHE Governance and for providing advice to relevant stakeholders on day-to-day assurance and governance decisions.

Key decision-making requirements of the position include:

- **Audit Scope** Determine the focus areas and depth of safety audits based on risk incident trends, and organisational priorities.
- **Planning:** Pre-plan the audit with the managers to ensure a
- **Findings Assessment:** Exercise judgement in classifying audit findings and determining their appropriate action level (Local/Site, Business Unit or Organisational
- **Corrective Action Prioritisation:** Recommend and prioritise corrective actions based on risk level, feasibility, and potential to prevent incidents.
- **Stakeholder Engagement:** Decide how best to communicate findings, influence change, and gain buy-in from operational teams and management

Human Resources Delegations	Individual Contributor
Direct reports	0
Finance Delegations	N/A
Budget (operating and capital)	N/A
Travel Delegations	N/A
Statutory powers	Nil

## Physical demands and the nature of work

This role is physically demanding and requires:

- protective equipment usage including safety boots, hard hats, eye/ear protection

## About you

### Knowledge and experience

- Holds an appropriate lead auditor's qualification.
- Is a registered or accredited HSE professional or is capable of achieving this within 2 years.
- Deep understanding of safety regulations (e.g., ISO 45001, local H&S legislation)
- Knowledge of risk management principles and safety assurance frameworks
- Skilled in planning, executing, and reporting audits (first and second line)
- Ability to design and implement risk-based audit programs
- Proficiency in audit tools, digital platforms, and reporting dashboards
- 5+ Years of experience in compliance-based role

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

- High ethical standards and independence in judgment
- Ensures confidentiality and objectivity in audits
- Build strong partnerships across business units

### **Other Requirements**

- You can pass regular drug and alcohol screenings
- You have a current and valid NZ Driver's Licence
- You have the ability to travel on a regular basis

### **Qualifications**

You need either:

**Tertiary qualification** in a relevant field:

- Quality or Health & Safety
- Engineering
- Risk Management, Quality Assurance or similar

**Lead Auditor Certification** in one or more standards:

- ISO 45001 (Occupational Health & Safety)
- ISO 9001 (Quality Management)
- ISO 14001 (Environmental Management)
- AS/NZS 4801 or equivalent (if relevant in your region)

**Certified Health & Safety Professional** (optional but valued):

- E.g., NZISM, AIHS, IOSH, NEBOSH Diploma, or equivalent

**CREATING  
STRONGER  
CONNECTIONS**