



Regulatory Advisor

Position Description – (Wellington)

Team:	Regulatory	Location:	Wellington, with travel as required
Reports to:	Head of Regulatory		
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

KiwiRail is in a phase of significant transformation to modernise and grow our rail and Interislander ferry services in Aotearoa.

KiwiRail's activities are regulated by a number of health and safety regulators including New Zealand Transport Agency, WorkSafe NZ, and Maritime New Zealand (MNZ). We also have strong interaction with the Transport Accident Investigation Commission (TAIC). The Regulatory Advisor will be working closely with our rail and maritime Regulatory Leads to support the business and ensure KiwiRail has positive regulatory engagement.

Key Accountabilities

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

- External interface with regulators and the Transport Accident Investigation Commission (TAIC) regarding SHE investigations, safety assessments/audits, and licence conditions/enforcements.
- Support the process of seeking regulatory approval for major changes in the business through the variation of KiwiRail's rail licence and safety case and maritime licences for its Interislander operations.
- Build effective relationships with internal and external stakeholders to ensure regulatory obligations and joint working/interoperability is undertaken effectively throughout the industry.
- Contribute to Regulatory projects and initiatives that align with KiwiRail's strategic business and cultural vision, with a focus on developing and implementing standards and tools to enhance KiwiRail's health and safety compliance

Key challenges

- **Enterprise-Wide Coordination & Stakeholder Engagement** – Ensure consistent implementation and integration of regulatory requirements across diverse business units, while effectively engaging internal stakeholders and aligning with external regulators. We seek to exceed regulatory expectations in every engagement.
- **Change Management & Safety Culture** – Supporting adoption of new safety and risk systems, overcoming resistance to change, and helping business adopt best practices into day-to-day operations to elevate regulatory maturity.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Operational staff across KiwiRail		✓	✓	✓
	Safety, Health & Wellbeing team		✓	✓	✓
	Legal, Regulatory & Enterprise Risk team		✓	✓	
	Senior management across the business		✓	✓	✓
External	Industry and safety regulators		✓	✓	✓
	External operators and contractors			✓	✓

What you will do to contribute

Health Safety and Wellbeing	• Implement safety procedures and ensure team compliance • Analyse workplace risks and develop mitigation strategies • Promote a culture of safety and wellbeing within your team • Respond effectively to safety incidents and near-misses • Support team members' physical and mental health
Customer Focus	• Provide a positive customer experience • Support a customer-focused culture at KiwiRail • Know our services well and explain them to customers • Respond quickly to customer needs • Develop solutions to meet customer requirements • Solve complex customer issues • Work with colleagues to improve customer outcomes
High Performing Teams Skills	• 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
Commercial Acumen	• Plan and monitor resource allocation to achieve team objectives • Consider financial implications when making recommendations • Understand and comply with procurement guidelines • Work with suppliers to ensure quality outcomes • Recognise how financial decisions impact KiwiRail's overall position
Regulatory Advice	• Investigations • Support the process for SHE related incident enquiries and follow up information requests from regulators. • External investigatory interviews and site visits are effectively managed, and front line employees and managers are fully supported during the process. • Provide effective consultation on regulatory matters within the business, organising review meetings and submission responses with operational business units. • Contribute to the submission of structured, comprehensive reports to regulators in response to enforcement and compliance actions. This includes carrying out robust assurance activities to ensure the submissions are accurate, and of the highest quality. • Identify and address governance issues early
Regulatory Advice	• Audits Participate in the internal management of regulatory audits and assessments conducted on KiwiRail.

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- Engage meaningfully with regulators on audit and assessment findings through the consultation process, ensuring the views of KiwiRail are appropriately reflected.
 - Assist Regulatory Leads in the delivery of remedial actions within the business resulting from regulatory audits to ensure timely and high-quality lasting changes are embedded and can be evidenced.
 - Ensure submissions for closure of remedial actions are robust and fully meet all requirements.
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Regulatory Advice

- **Licence changes**
 - Ensure the process for seeking regulatory approval for major changes in the business through the variation of KiwiRail's rail licence and safety case and the Interislander Safety Management System are fully met.
 - Ensuring the business understands its risk assessment and change management evidence needed, which is essential for changes being approved by the regulator.
 - Safety Case Variations and notifications must be competently written and evidence provided to the regulator that KiwiRail is managing the risk of changes effectively.
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Decision Making

The position is responsible for ensuring the business understands its regulatory obligations, and raising any potential risks in this area to the manager or Regulatory Leads; and for the provision of advice to team members and relevant stakeholders on regulatory actions.

Human Resources Delegations	Nil
Direct reports	Nil
Finance Delegations	Nil
Budget (operating and capital)	Nil
Travel Delegations	Nil
Statutory powers	Nil

Physical demands and the nature of work

This role is office-based and also requires:

- Travel from home location from time to time
- Field work on occasion to support understanding of business and regulatory engagement

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

- You will have 5+ Years of health and safety regulatory experience
- You know how KiwiRail interacts with other agencies and the Government
- Critical and detailed thinker.
- Accurate and detailed planner.
- Proven delivery skills.
- The determination and mind-set to make things happen and the self-discipline to follow through.
- Able to communicate effectively with internal and external stakeholders.
- Able to liaise effectively with external agencies re planning and detail matters.

Ways of working / Work-related qualities

- You prioritise safety by identifying and addressing hazards, ensuring the wellbeing of others.
- You stay calm and composed in the face of challenges or ambiguity.
- You take ownership of challenging goals and are proactive in seeking opportunities.
- You actively collaborate with colleagues, contributing positively to team tasks.

You organise your time effectively, ensuring tasks are prioritised and delivered to a high standardOther Requirements

- You can pass regular drug and alcohol screenings
- You have a current and valid NZ Driver's Licence
- You are willing to travel across New Zealand

Qualifications

You need either:

- A qualification in a discipline relevant to regulatory compliance
- Equivalent work-related experience

And

- You hold relevant industry certifications

**CREATING
STRONGER
CONNECTIONS**

The KiwiRail logo, featuring the word "KiwiRail" in a bold, sans-serif font, followed by a stylized graphic of a kiwi bird's tail feathers.