

# KiwiRail | Position Description

## SENIOR POLICY ANALYST Government Relations, Policy & Funding

### **Purpose:**

KiwiRail is in a phase of transformation and renewal as we work on building the foundations for a new era of rail in New Zealand. With a significant capital programme underway and a new planning and funding model in place, KiwiRail is looking ahead to a period of recovery and growth.

The new planning and funding model more clearly recognises and enables the profit orientation of KiwiRail's business and the wider benefits of the national rail network which will be publicly funded through the National Land Transport Fund. The new model supports greater collaboration between transport sector entities.

The Senior Analyst will support this transformation by providing high quality analysis and advice on policy issues impacting rail. You will:

- Work collaboratively with government agencies on policy and shareholder related areas, including the Treasury and the Ministry of Transport
  - Present KiwiRail's policy position to a wide range of audiences, including senior executives, senior officials and Ministers
  - Provide and lead input into a range of research programmes, business cases, transport and infrastructure consultations, and working groups
  - Assess, translate and communicate policy implications for KiwiRail business units and represent the company to Government
  - Provide input into Ministerial briefings and information requests
- Work with others within the Policy & Funding team to support and help implement best practice funding policy for KiwiRail

Key to this will be investigating, identifying business problems or opportunities, analysing and reporting findings in a format which is clear and easily understood and which enables KiwiRail to make strategic, financially sound business decisions.

A knowledge of transport policy and public finance management is desirable as the role will include input into investment and funding frameworks. This is an opportunity for a skilled Analyst or Senior Analyst in the public sector to strengthen their all-of-government skillset, lead programmes of work, and develop their engagement and leadership ability.



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:** Manager, Policy & Shareholder  
**Responsible for:** N/A  
**Location:** Wellington  
**Budget:** Nil  
**Internal Contacts:** Group Chief Executive and Executive Team  
KiwiRail Business Units  
All Corporate Function Teams

**External Contacts:** Government agencies (including Treasury, Ministries of Transport; Business, Innovation & Employment; Environment, Housing and Urban Development; Public Service Commission; and others)

Government entities (including Waka Kotahi; Infrastructure Commission; Climate Change Commission; and others)

Local Government (as required)



## **Key Accountabilities**

### **Rail & Transport Policy Advice**

- Provide and lead informed and insightful advice, analysis and research on policy matters
- Work with stakeholders to define issues or opportunities, and the benefits to be gained from addressing the issue or opportunity
- Gather and analyse information and data using an array of techniques and provide useful commentary and reporting to enable sound decision making
- Attend relevant transport forums with sector agencies (as required) to provide policy input on behalf of rail
- Provide input into research/studies/working groups that impact rail such as:
  - Future of Rail Review
  - transport and land use master planning (e.g. ATAP, LGWM)
  - significant rail and transport initiatives and studies (e.g. Emissions Reduction Plan, Infrastructure Strategy, National Freight Study)
  - investment assessment and funding frameworks (e.g. RNIP, MROM)
  - long term transport planning and futures thinking
- Assist in development of submissions and advice on core policy proposals impacting rail
- Develop/provide input into relevant Ministerial briefings, information requests and Cabinet papers
- Support the Manager Policy and Shareholder in policy, research and advice

### **Stakeholder Engagement**

- Proactively work with agencies on rail and transport policy areas, clearly articulating KiwiRail's perspective
- Coordinate input into advice from team members and other contributors
- Consult with internal stakeholders on proposed policy initiatives to understand practical implications, identifying and finding solutions for issues that arise
- Attend meetings with agencies and elected officials as required
- Be politically aware, identifying political/reputational risks where appropriate
- Prepare presentations and present to stakeholders (as required) on relevant analysis
- Work with internal stakeholders to help design and implement changes in policy/policy responses within KiwiRail



## 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 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.
- Report all accidents and incidents to your immediate supervisor within one hour.

## Person Profile

Essential:	Desirable:
<ul style="list-style-type: none"><li>• Experience (3-5 years) in a policy role within the public sector</li><li>• Strong verbal and written communication skills, including ability to prepare advice to Ministers and board directors</li><li>• Understanding of public finance management</li><li>• Knowledge of research methods</li><li>• Political awareness and understanding of risk management</li><li>• Pragmatism and strong problem solving and decision-making capability</li></ul>	<ul style="list-style-type: none"><li>• Knowledge and/or experience of the rail sector, infrastructure and/or transport policy</li><li>• Familiarity with basic statistical analysis, managing multiple priorities</li></ul>

## Education:

Essential:	Desirable:
<ul style="list-style-type: none"><li>• Degree level or equivalent public policy</li></ul>	

