



# Senior RMA Advisor

## Position Description – Property

Team:	RMA	Location:	Auckland
Reports to:	Manager RMA Team		
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.

The Senior RMA Advisor plays a critical role in ensuring KiwiRail's compliance with the Resource Management Act (RMA) and safeguarding the operational integrity of the rail network. This role provides strategic planning advice, represents KiwiRail in external planning processes, and proactively manages risks associated with land use and development. It supports KiwiRail's long-term infrastructure goals by protecting rail corridors and designations, and by influencing national, regional, and district planning initiatives.

### Key Accountabilities

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

- Ensure railway land is appropriately designated and zoned to support operational needs.
- Prepare and manage RMA documentation including notices of requirement, outline plans, and resource consent applications.
- Provide planning advice and peer review for KiwiRail projects, including input into RFPs and tenders.
- Monitor and influence district and regional plans to protect KiwiRail's interests.
- Represent KiwiRail in hearings and planning processes, advocating for favourable policy outcomes.
- Develop and embed internal RMA policies and processes to support business-as-usual operations.

### Key challenges

- Navigating complex and evolving RMA legislation while balancing operational priorities.
- Managing limited resources across multiple planning initiatives and consultations.
- Building and maintaining strategic relationships with external agencies to influence planning outcomes.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Executive Team		✓	✓	
	Strategic Land Use Team		✓		
	Project Managers		✓		
	Engineers		✓	✓	
	Legal Counsel		✓	✓	
	Regional and Site Managers		✓	✓	
	Health, Safety and Environment Managers			✓	
	GIS Team			✓	
External	Local and Regional Authorities		✓	✓	✓
	NZ Transport Agency (NZTA)		✓	✓	✓

	Ministry of Transport (MOT)		✓	✓	
	Professional Advisors		✓	✓	✓
	Landowners and Developers		✓	✓	✓
	External Legal Counsel		✓	✓	

## What you will do to contribute

<b>Health Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Comply with all rail safety system standards and statutory requirements.</li> <li>• Identify and report safety hazards, taking initial control measures.</li> <li>• Promote a proactive safety culture across KiwiRail.</li> <li>• Support the wellbeing of colleagues and stakeholders.</li> <li>• Report incidents promptly and accurately.</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>• Build rapport with external stakeholders to ensure KiwiRail's interests are understood.</li> <li>• Deliver high-quality planning outcomes that support customer and operational needs.</li> <li>• Respond to planning consultations and hearings with professionalism and clarity.</li> <li>• Collaborate with internal teams to align planning advice with customer expectations.</li> <li>• Advocate for KiwiRail's position in public and stakeholder forums.</li> </ul>
<b>High Performing Teams Skills</b>	<ul style="list-style-type: none"> <li>• Collaborate effectively with cross-functional teams to deliver planning outcomes.</li> <li>• Share knowledge and mentor colleagues on RMA processes and best practices.</li> <li>• Provide constructive feedback and support continuous improvement.</li> <li>• Foster a culture of accountability and shared purpose.</li> <li>• Communicate clearly and confidently across all levels of the organisation.</li> </ul>
<b>Commercial Acumen</b>	<ul style="list-style-type: none"> <li>• Apply sound judgement to prioritise planning efforts based on strategic value.</li> <li>• Understand the financial implications of planning decisions and resource allocation.</li> <li>• Ensure planning inputs align with KiwiRail's business objectives and budget constraints.</li> <li>• Support procurement processes by advising on planning-related requirements.</li> <li>• Identify opportunities to streamline planning processes for cost efficiency.</li> </ul>
<b>Role Specific Competencies</b>	<ul style="list-style-type: none"> <li>• Monitor and respond to changes in RMA and related legislation.</li> <li>• Represent KiwiRail in strategic planning forums and hearings.</li> <li>• Develop internal policies to manage reverse sensitivity and third-party impacts.</li> </ul>

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- Align KiwiRail's planning strategies with national transport initiatives.
  - Embed RMA processes into business-as-usual operations.
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## Decision Making

The position is accountable for decisions regarding all project operational objectives and for the provision of advice to project team members and relevant stakeholders on day to day operational decisions.

Key decision-making requirements of the position include:

- Project management and delivery decisions
- Risk management decisions
- Project resourcing, planning and scheduling decisions

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

## Physical demands and the nature of work

This role is administration-based and requires:

- prolonged sitting and high computer usage
- limited walking, standing, twisting, bending (at the waist), crouching (bend knee)
- carrying of laptop and paperwork when alternating between home and office
- limited lifting of up to 7 kg archive boxes
- attendance at site visits – may require walking distances or on uneven ground

*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 have 6+ years of experience working with the RMA.
- You've worked in both public and private sector planning environments.
- You're experienced in strategic planning and policy development.
- You can make effective decisions independently.
- You understand planning risks and opportunities and communicate them clearly.
- You've attended planning hearings and prepared evidence.
- You've engaged and managed consultants effectively.
- You understand project management principles and how they apply to planning.

### Ways of working / Work-related qualities

- You prioritise safety and act with integrity.
- You communicate clearly and confidently with diverse audiences.
- You stay calm and adaptable in complex situations.
- You take ownership of goals and proactively seek solutions.
- You collaborate well with colleagues and external stakeholders.
- You use sound judgement and analyse information thoroughly.
- You welcome diverse viewpoints and learn from others.

### Other Requirements

- You can pass regular drug and alcohol screenings.
- You hold a current and valid NZ driver's licence.

### Qualifications

- You have a NZPI-recognised planning qualification, or relevant experience.
- A qualification in RMA, environmental science, or a related field is desirable.
- Are eligible for Full Membership of the NZPI

**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.