



Position Description

Intern KiwiRail Intern Programme

Purpose:

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"

Dimensions:

Direct Reporting Line to: Programme Director/Manager
Location: Wellington

Key Accountabilities

Project Work
• 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.
Teamwork
• To be part of the asset team by actively contributing to any meeting requests made. • Display consistently the KiwiRail core values. • Provide feedback to the KiwiRail mentor on practical training achievements and areas where additional assistance is required.

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.
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 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.

Person Profile

Essential:	Desirable:
The intern should display the following attributes: • 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	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.

Education

Essential:	Desirable:
• Studying toward a bachelor's degree in a relating discipline	