



# Critical Risk Implementation Advisor

## Position Description –

Team:	Safety, Health & Wellbeing	Location:	Auckland/Wellington/Christchurch , travel as required
Reports to:	SHW Risk Systems Manager		
Role Type:	Fixed Term 2 years		

### 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 purpose of the Critical Risk Implementation Advisor is to drive the implementation of critical risk controls across the organisation. You will be responsible for facilitating and supporting Business Units to execute their critical risk implementation plan to embed critical controls in all working activity.

As a subject matter expert in Critical Risk, you will lead efforts to ensure KiwiRail excels in this area, adhering to all legislative and compliance requirements as well as best practice protocols.

### Key Accountabilities

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

- Coordinate the implementation of Critical Risk Controls across the organisation, ensuring consistency and alignment with enterprise risk management objectives.
- Support Business Units in updating Critical Risk Registers by ensuring the effective implementation and monitoring of critical controls, development of safe work methods, and delivery of related briefings and training.
- Act as a subject matter expert in Critical Risk Management, championing best practices and ensuring adherence to relevant legislative, regulatory, and compliance requirements.
- Support other Safety, Health, and Wellbeing 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 SHE Management System

### Key challenges

- **Coordination & Stakeholder Engagement** – Ensuring consistent implementation and integration of critical risk controls across diverse business units.
- **Practical Application** – Balancing the need for rigorous risk management with the practicalities of day-to-day operations
- **Risk Culture** – Driving adoption of critical risk management implementation systems, overcoming resistance to change, and embedding risk-based thinking and best practices into day-to-day operations to elevate organisational safety maturity.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Safety, Health & Wellbeing Team		✓	✓	✓
	Operational staff across KiwiRail		✓	✓	✓
	HSAT & Union Members		✓	✓	✓
External	Industry and Safety Regulators		✓		

## What you will do to contribute

<b>Health Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Implement safety procedures and ensure team compliance</li> <li>• Analyse workplace risks and develop mitigation strategies</li> <li>• Promote a culture of safety and wellbeing within your team</li> <li>• Respond effectively to safety incidents and near-misses</li> <li>• Support team members' physical and mental health</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>• Understand the unique needs and challenges of each Business Unit in implementing critical risk controls.</li> <li>• Develop tailored solutions to support effective risk implementation across diverse operational areas</li> <li>• Collaborate with internal stakeholders to ensure critical risk management aligns with operational requirements</li> </ul>
<b>High Performing Teams Skills</b>	<ul style="list-style-type: none"> <li>• Build and maintain strong working relationships with Business Unit leaders and Safety, Health and Wellbeing Business Partners</li> <li>• Facilitate knowledge sharing and best practice in critical risk implementation across the organisation</li> <li>• Provide coaching and mentoring to develop critical risk implementation capabilities within KiwiRail</li> <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</li> </ul>
<b>Commercial Acumen</b>	<ul style="list-style-type: none"> <li>• Evaluate the cost-effectiveness of proposed risk mitigation strategies</li> <li>• Ensure critical risk management initiatives align with KiwiRail's broader business objectives and strategies</li> <li>• Recognise how financial decisions impact KiwiRail's overall position</li> </ul>
<b>Critical Risk Implementation</b>	<ul style="list-style-type: none"> <li>• Coordinate the implementation of the enterprise-wide safety, health and wellbeing critical risk strategy.</li> <li>• Contribute to the success of project goals, timelines, and deliverables for critical risk implementation.</li> <li>• Coordinate and facilitate workshops and meetings with business units to support the execution of implementation plans.</li> <li>• Facilitate the updating and maintenance of Business Unit critical risk registers and ensure it captures which critical risks apply, the status of critical controls, and any necessary actions to implement higher level controls.</li> <li>• Work with Business Units to execute the action plans to implement higher levels of control</li> <li>• Support Business Units to develop Safe Work Methods (SWMs) or safe systems of work ensure that workers have clear guidance and processes to manage critical risks in their daily tasks.</li> </ul>

- Support Business Units to identify and implement competency training for critical controls.
- Work with Business Units to assess operational risks and develop targeted critical control verifications that address their specific needs.
- Ensure KiwiRail's critical risk implementation approach meets or exceeds regulatory and legislative requirements.
- Monitor and report on project progress, addressing any issues or delays promptly

#### SHW Improvement Initiatives

- Support continuous improvement at KiwiRail by contributing to the development and integration of processes, tools, and training materials that enhance the management of safety, health, and wellbeing risks.

### Decision Making

The position is responsible for providing expert advice, guidance, and support in the delivery of critical risk implementation plans. While not directly accountable for execution, the role plays a key role in ensuring implementation is effective and aligned with business needs, compliance requirements, and industry best practice.

Key decision-making areas include:

- Implementation Approach – Advising on fit-for-purpose methods to embed critical controls across diverse operational environments.
- Risk Mitigation and Control Verification – Providing input into decisions on the application, monitoring, and improvement of critical controls.
- Stakeholder Coordination – Determining the most effective strategies for working with Business Units, SHW Business Partners, and operational teams to support successful adoption.
- Continuous Improvement – Recommending enhancements to systems, processes, and training materials that support critical risk implementation.
- Resource Allocation – Identifying areas of greatest need or risk to focus implementation efforts effectively.

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 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

*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 3+ Years of experience in a similar role
- You possess in-depth knowledge of health and safety legislation and best practices in critical risk management
- 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 people throughout KiwiRail.
- Able to liaise effectively with external agencies re planning and detail matters.
- Strong to advanced understanding of Microsoft 365 applications.

### 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 seek out learning opportunities, using new knowledge to improve performance.
- You actively collaborate with colleagues, contributing positively to team tasks.
- You organise your time effectively, ensuring tasks are prioritised and delivered to a high standard.

### Other 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:

- A qualification in a discipline relevant to risk management and occupational health and safety
- Professional certification in safety (e.g., CSP, IOSH, NZISM, HASANZ) is highly desirable.

**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.