



Environmental Advisor

Upper South Island

Team:	Environmental Team	Location:	Christchurch
Reports to:	Environmental Lead – South Island		
Role Type:	Permanent Employee		

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 this role is to assist KiwiRail's Business Units and Support Functions in the upper South Island (extending from approximately the Christchurch - West Coast to Picton) by providing advice and support such that KiwiRail's Environmental Risk and Compliance obligations are met, and the requirements of the KiwiRail Environmental Management System and the overarching Safety, Health, and Environment (SHE) Management System are adhered to in the upper South Island. This involves working with the Environmental Lead - South Island to understand KiwiRail's above rail and below rail functions, processes and procedures, and working closely with the Business Units to identify environmental risk and apply appropriate controls across all phases of their business, sites and projects to comply with relevant legislation; and implement best practice to avoid or minimise environmental impacts.

The Environmental Advisor will assist the Environmental Lead - South Island to support operational leaders in delivering their projects and day to day operations in a compliant manner and undertaking best practices to avoid or minimise environmental impacts. This includes facilitating a proactive risk assessment process, providing advice regarding appropriate environmental management, reviewing and/or developing environmental management plans, undertaking audits and environmental control verifications, incident management and investigations, reporting, maintaining key internal and external relationships, and being involved in business wide environmental management and improvement projects. Fundamentally this role will work with the business to ensure the Environmental Management System is implemented.

This role will also assist in raising environmental awareness across KiwiRail through identifying and delivering environmental training, attending briefings and toolboxes to assist with communicating environmental management requirements, and assisting the wider Environmental Team in sharing key messages through SHE Alerts, Toolbox Talks etc.

You will be a member of the Environmental Team which sits within the Infrastructure Business Unit; however, the Environmental Team has an enterprise advisory and assurance function across all of the KiwiRail business.

Key Accountabilities

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

- Facilitate the implementation of an environmental risk assessment and pro-active management process by advising KiwiRail projects and operations of their potential environmental risks and control options, across the end-to-end phases of their work.
- Working with the Environmental Lead – South Island to schedule and undertake regular site and project audits, specify actions, and implement close out processes. Note: Audits are related to consent compliance, and implementation of the SHE system including critical environmental risk assessment and management.
- Working with the Business Units to develop and/or review environmental management plans which includes carrying out site visits, completing or facilitating risk assessments, and providing advice on appropriate controls.
- Supporting the national Environmental Team to deliver the team workload, including contributing to business-wide environmental management and improvement projects and initiatives.
- Working with the Business Units in co-ordination with RMA Planning to provide technical input into the resource consenting process, including supporting environmental monitoring requirements following the issue of consents.
- Assisting in the management of the KiwiRail incident and audit reporting system (ORA), including entering audit and incident details into ORA, and follow up of incident and audit related corrective actions.
- In the event of an environmental incident, work with the Environmental Lead – South Island to provide advice and support to the relevant Business Unit(s) regarding appropriate responses, attend site as required, and assist with conducting incident investigations.
- Assisting with delivering training to both KiwiRail staff and contractors.

- Attending toolboxes and assisting with delivering important environmental risk assessment and management messages, and/or lessons learnt to the business.
- Assisting the Environmental Compliance Manager and the Business Units to manage the Consent Compliance Database.
- Assisting the Environmental Lead – South Island with Council and other external stakeholder relationships and communication.
- Assisting with ad hoc environmental enquiries from the KiwiRail businesses.
- Aligning with Safety and Health Advisors where practicable and undertaking joint assurance and reviews on sites, projects, and contractors.
- Elevating significant risks to the Environmental Leads and the General Manager Environment where applicable.

Key challenges

- Ensuring the consistent application of KiwiRail's Environmental Management System and compliance practices across multiple projects, operations, and geographies.
- Implementing a collaborative approach with internal stakeholders to consistently deliver projects and/or undertake day to day operations in an environmentally compliant manner.
- Building strong, effective partnerships with mana whenua and local regulators to support cultural and environmental goals within a construction framework.
- Balancing operational demands with the need for strict environmental oversight and sustainable practices.

Key Relationships		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Here are the key relationships relevant to this role					
Internal	Environmental Team	▪	✓	✓	✓
	Health, Safety and Wellbeing Team	▪	•	✓	✓
	Property Team	▪	✓	✓	✓
	RMA Team	▪	✓	✓	✓
	Sustainability Team	▪	•	✓	▪
	Infrastructure Business Unit	▪	✓	✓	✓
	Project Delivery Business Unit (CPAD)	▪	✓	✓	✓
External	Contractors and Environmental Consultants	▪	▪	▪	▪
	Councils, Heritage NZ, Department of Conservation	▪	✓	✓	✓
	Mana Whenua and Iwi Representatives	▪	•	✓	✓

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
Environmental Compliance	• Follow and contribute to the continual improvement of the KiwiRail Environmental Management System and overarching SHE Management System • Participate in the response to environmental incidents and non-compliances, ensuring corrective actions are implemented and assisting with the production of action or rehabilitation plans. • Ensure compliance with HSE legislation, regulations, and best practice to maintain a safe working environment. • Participate in environmental audit programs and reporting to assess compliance with regulatory and internal standards. • Keep up-to-date with changes in environmental legislation and assist with communicating these to relevant KiwiRail teams. • Participate in interactions with regulatory bodies including fostering collaborative working relationships with regulators.
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 goals • Contribute to 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	• Participate in resource allocation planning 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
Governance/ Risk Frameworks	• Work within governance frameworks and systems to ensure decisions and actions align with KiwiRail policies and regulatory obligations. • Support continual improvement of environmental governance records and documentation.

-
- Follow appropriate risk management frameworks to identify, assess and control environmental risks.
 - Support to Identify and forecast risks, issues and opportunities across environmental programs and projects.
 - Contribute to the environmental risk register and the development of mitigating strategies.
-

Promoting Sustainable Practices

- Provide guidance on the application of environmental sustainability principles in projects, planning and daily operations
 - Support teams to identify and implement practical measures to reduce environmental impacts.
 - Advise on sustainability requirements in procurement, design and operational activities.
 - Contribute to the collection and analysis of data to support reporting and continuous improvement.
-



Decision Making

The position is accountable for participating in decisions regarding the environmental management of KiwiRail projects and operations, in co-ordination with the General Manager Environment, Environmental Leads, and the Business Units.

Key decision-making requirements of the position include:

- Subject matter expert input into environmental management decisions.
- Safety management decisions: Identifying potential hazards and working with project and operational teams to implement measures to manage risks.

Human Resources Delegations	Nil
Direct reports	Nil
Finance Delegations	\$1,000 (as per DFA Policy)
Budget (operating and capital)	Nil
Travel Delegations	Nil
Statutory powers	Nil

Physical demands and the nature of work

This role is physically demanding and requires:

- Physical ability to undertake site visits
- Proactive equipment usage including safety boots, hard hats, eye protection etc
- 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 have 5+ years of experience in environmental management, compliance, risk management, and / or related tasks.
- You can demonstrate a sound knowledge of best-practice environmental management concepts and processes.
- You have knowledge of New Zealand environmental legislation and an understanding of, and experience in working with, local body regulations.
- You understand the importance of and can preferably demonstrate experience in engaging with mana whenua and incorporating their environmental and cultural values into project delivery.
- You have experience in conducting audits, and writing and reviewing environmental management plans for complex sites or projects.
- You have experience in responding to environmental incidents and contributing to investigations and can provide advice on best-practice responses to environmental events.
- You're adept at building and maintaining strong relationships across diverse teams, both technical and operational, internal and external to KiwiRail.

Ways of working / Work-related qualities

- You communicate effectively at all levels, with strong verbal and written skills.
- You demonstrate initiative and a 'can-do' attitude in your work.
- You're collaborative, able to work across internal Business Units and teams and influence stakeholders to achieve KiwiRail environmental management and compliance objectives.
- You're proactive in identifying, communicating, and mitigating environmental risks.
- You approach challenges with a problem-solving mindset and seek sustainable solutions.
- You value and promote diversity, creating an inclusive environment that respects cultural perspectives, particularly those of mana whenua.

Other Requirements

- You must pass regular drug and alcohol screenings.
- You have a current and valid NZ Driver's Licence
- You can undertake travel to KiwiRail sites as required.

Qualifications

- You have a relevant tertiary qualification in Environmental Science, Environmental Engineering, Resource Management, or a related field.

**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.