



Marine & Safety Superintendent

Position Description – (Wellington)

Team:	Interislander	Location:	Wellington
Reports to:	Maritime Safety & Risk Assurance Manager		
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

The purpose of the Marine & Safety Superintendent role is to assist in the assurance and compliance verification of the ship's operations with flag, class and KiwiRail requirements. The role shall through the application of SHE assurance, verification and investigatory techniques support the continued development and improvement of the SMS, assets and the organisations safety culture. Assist implement a robust audit programme and ensure effective action is taken for audit and incident outcomes. The role will lead the implementation and development of the organisations bridge resource management (BRM) practices.

Key Accountabilities

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

- Manage the internal and external ship audit/inspection program
- Ensure the fleet holds valid trading and survey certificates at all times.
- Monitor and progress the close out of all non-conformities, observations, recommendations, corrective or preventive actions in a timely manner and liaise with the ships to ensure that actions are followed through.
- Conduct Navigational incident investigations
- Conducting navigational/ BRM assessments and being a BRM Champion

Key challenges

- Challenging the status quo to enhance operational practices
- Operating in a complex unionised operational environment
- Being considerate of the both the political and public interest in the ferries and our role as part of SH1.

Key Relationships		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Here are the key relationships relevant to this role					
Internal	Marine Safety Team		✓	✓	✓
	Ships Masters /Chief Engineers / CSM			✓	✓
	Safety Health & Wellbeing Advisors			✓	✓
	Fleet Operations Team (Marine / Engineering)			✓	✓
	Technical Engineering Team			✓	✓
	Interislander Leadership		✓	✓	✓
External	Maritime New Zealand			✓	✓
	Classification Societies			✓	✓
	Harbour Masters			✓	✓
	Service providers	✓		✓	✓
	Port Companies			✓	✓
	Maritime Unions			✓	✓
	Ferry Holdings Limited			✓	

What you will do to contribute

Health Safety and Wellbeing

- Visible, felt-safety role model – setting a positive example
- Risk Management: Analyse risks and develop mitigation strategies
- Promote a culture of safety and wellbeing within your team
- Respond effectively to safety incidents and near-misses
- Conduct critical risk verification and safety interactions
- Assist with responses to shipboard safety meetings and their outcomes as they arise
- Assist with training and conducting tool boxes onboard as required
- Review and analyse audit and inspection findings for patterns
- Drive standardisation of approach and collaboration on safety related matters across the fleet
- Actively collaborate with other Interislander team members to share best practices, share resources and bring about continuous improvement
- Ensure robust systems are in place to assure compliance of any person on Interislander with the KiwiRail Safety, Health and Environment Management System
- Action any relevant findings and actions from incident investigations
- Undertake responsibilities as per the Interislander incident management procedures
- Take part in office safety meetings and Management Review Meetings

Customer Focus

- Support a customer-focused culture at KiwiRail
- Develop solutions to help meet customer requirements
- Work with colleagues to improve customer outcomes

Commercial Acumen

- 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

Safety Management System

- Assist the team to ensure the compliance of vessels to ISM code (SMS).
- Monitor fleet and business compliance with National and International requirements.
- Ensure the fleet holds valid trading and survey certificates at all times.
- Monitor navigational practices to ensure standards are maintained.
- Liaise with Maritime NZ and Class on regulatory and technical issues.
- Monitor and ensure the emergency response capability of the ships and organization is maintained to high standards.
- Maintain a professional relationship with regulatory authorities
- Assist in the production of fleet and ship specific policy, procedures, manuals and other instructions as required
- Assist with the creation of fleet memos, safety bulletins and procedures as required
- Where required, attend and ensure dockings and surveys are undertaken in accordance with manufacturer and regulatory standards

Audits and Inspections

- Carry out ship safety inspections in line with SMS guidelines as required.
- Ensure the standards for shipboard maintenance, including LSA, FFE are maintained through audits and inspections.
- Creating /Developing audit checklists and reports for all audits.
- Assist with the recording and monitoring the results of all internal and external audits and inspections and preparing reports for management review meetings as required.
- Conduct annual navigational safety and BRM audits to ensure vessel and bridge team compliance with the companies BRM / BTM requirements and those standards are consistent across the fleet.
- Liaise with MNZ as required for the completion of flag state inspections including travel, reporting and close out of any findings within the timeframes given.
- Provide direct feedback to the ship on the outcome of the navigational audits at the conclusion of process. Identify any recommendations or corrective actions.
- Provide direct feedback to the Fleet Operations team and master's on the outcome of audits/safety inspections at the conclusion of process and issue any non-conformities and/or observations and in conjunction with the Masters agree on all corrective and preventative actions.
- Following the safety inspection prepare the necessary report outlining any non-conformities and/or observations and the required corrective actions.
- Monitor and progress the close out of all non-conformities, observations, recommendations, corrective or preventive actions in a timely manner and liaise with the ships to ensure that actions are followed through.
- Assist to ensure that all corrective and preventative actions are effective and verified as being carried out.
- Ensure that all preventative measures identified in audits/inspections are where necessary incorporated within the SMS to avoid a recurrence.
- Compile and agree the audit programme for each year including ensure any expenses are budgeted

Incident Investigations

- Assist with any investigations as may be required
- Onsite co-ordination post incident and evidence collection as needed
- Conduct interviews as required
- Write investigation reports where requested
- Review drafts and provide constructive feedback on investigation reports
- Liaise with MNZ /TAIC /WorkSafe on incidents as required

Decision Making

The position is accountable for the arrangement and completion of internal and external vessel audits/inspections in collaboration with the operations and service operation team.

The position is also accountable for the development and submission of audit findings corrective and preventive action plans and the closure of external audit findings.

The position is accountable to complete incident investigations as assigned.

The position is accountable for the positive development and implementation of bridge resource management standards

Human Resources Delegations	Nil
Direct reports	Nil
Finance Delegations	Level 3: \$5,000 Operating Nil Capex
Budget (operating and capital)	Nil
Travel Delegations	Nil
Statutory powers	Nil

Physical demands and the nature of work

This role is mix of **administration-based** and **vessel visits** for audits/inspections/investigations requires:

- prolonged sitting and high computer usage
- regular sailings on owned/operated vessels for audits and inspections
- carrying of laptop and paperwork when alternating between home and office
- work out of normal office hours on weekdays or weekends may be required due to audits/inspections/investigations

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 a minimum of 5 years experience as Deck Officer preferably on RoPax or Passenger Ships
- An experienced auditor/inspector of ships against statutory and SMS requirements
- Experienced investigator of marine incidents
- Extensive Knowledge in application of Risk Assessment including the hierarchy of controls and use in corrective and preventive action
- Subject matter expert of maritime regulatory and compliance matters

Ways of working / Work-related qualities

- You are a good communicator with high levels of diplomacy
- You are able to work in both teams and also be dependable to work independently
- You're flexible and practical to lead or work on planned and adhoc projects

Other Requirements

- Right to live and work in New Zealand
- You can pass regular drug and alcohol screenings
- You have a current and valid NZ Driver's Licence

Qualifications

You will hold or have held a deck officer license (preferably as Chief Officer or Master)

Additional Desirable Qualifications:

- Lead Auditor Training in ISM/ MLC/ ISPS
- Certification in Risk Assessment or Risk Management
- Advanced Bridge Resource Management Trained
- Ship or Company Security Officer Training
- Experience using AMOS
- Trained investigator

**CREATING
STRONGER
CONNECTIONS**


KiwiRail