



## Principal Advisor

### Risk and Assurance

<b>Team:</b>	Risk, Change and Assurance	<b>Location:</b>	TBC
<b>Reports to:</b>	Group Manager Risk, Change and Assurance Systems	<b>Job family:</b>	Policy
<b>Role Type:</b>	Permanent	<b>Salary:</b>	TBC

### About Us

#### KiwiRail's Role in Aotearoa, New Zealand

KiwiRail delivers sustainable and inclusive growth for our customers, our communities and our people.

For more than 150 years, rail in New Zealand has connected communities, delivered goods and people around the country and showcased our spectacular scenery to the world. Our purpose 'Stronger Connections, Better New Zealand,' speaks to connected people, networks, journeys, experiences, and ways of working that move KiwiRail, the transport sector and New Zealand forward.

#### 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.



*Health, safety and wellbeing is our number one priority. Good safety is good business*

## About the Role

### Purpose of the role

As a Principal Risk and Assurance Advisor, you will act as a guardian of KiwiRail's risk and assurance system, ensuring it operates in line with the Managing Risk Policy. You will support operational business units and leadership to maintain a clear connection between enterprise risks and operational risk management, ensuring risks are managed consistently in line with strategy and risk appetite. You will ensure visibility of whether risks are being effectively managed in practice, supported by reliable data, clear ownership, and evidence-based assurance, and that this is clearly reported to Executive Leadership (ELT) and the Risk Assurance Committee (RAC).

### Key Accountabilities

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

- Provide tools, frameworks, coordination and visibility to support consistent application of the Managing Risk Policy across KiwiRail
- Support the connection between strategy, risk appetite, enterprise risks and operational risk management, including coordination of reporting to governance forums
- Provide clear, practical guidance to support consistent risk management and assurance practices across business units
- Develop and maintain strong relationships with key stakeholders, including external auditors and regulators
- Support continuous improvement of risk management and assurance visibility across KiwiRail
- Support operational business units to connect enterprise risks to day-to-day risk management and delivery activities
- Ensure visibility of how risks are managed, monitored and controlled at an operational level
- Reinforce that risks and controls are owned and managed by business units and leadership, in line with the Managing Risk Policy

### Key Accountabilities

- Embedding a strong risk culture in a large, complex organization undergoing significant change
- Balancing assurance activities with the need to support business objectives and innovation
- Influencing senior leaders and stakeholders to take appropriate action on risk and assurance matters

<b>Key Relationships</b> Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Group Manager Risk, Change and Assurance Systems		✓	✓	✓
	Executive Leadership Team		✓	✓	✓
	Function leaders across KiwiRail			✓	✓
	Board and RAC		✓		✓

External	External Auditors		✓	✓	✓
	Members of the Public Sector Risk and Assurance Forums Other Government Ministries, Departments and entities			✓	✓

## What you will do to contribute

<b>Health Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>Promote a culture of safety and risk awareness within your team and across the organization</li> <li>Ensure risk assessments incorporate health, safety and wellbeing considerations</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>Ensure risk management and assurance activities consider customer impact and experience</li> <li>Provide risk and assurance advice that supports KiwiRail in delivering quality outcomes for customers</li> </ul>
<b>High Performing Teams Skills</b>	<ul style="list-style-type: none"> <li>Coach and mentor team members to develop risk management and assurance capabilities</li> <li>Foster a collaborative approach to risk management across different business units</li> <li>Actively seek diverse perspectives in problem-solving</li> <li>Coach others on effective risk management and assurance practices, fostering a strong risk culture throughout the organization</li> </ul>
<b>Commercial Acumen</b>	<ul style="list-style-type: none"> <li>Consider financial and commercial implications when conducting risk and assurance activities</li> <li>Provide risk-based insights to support sound commercial decision-making</li> </ul>
<b>Risk and Assurance</b>	<ul style="list-style-type: none"> <li>Support consistent application of risk management practices aligned to KiwiRail's strategy and risk appetite</li> <li>Support application of risk appetite through use of KPIs, thresholds and reporting</li> <li>Develop and maintain assurance mapping aligned to key risks and how they are managed in practice</li> <li>Ensure assurance activities are planned, impartial and evidence-based, and confirm whether risks and controls are operating as intended</li> <li></li> <li>Highlight systemic issues and provide insights to support improved control effectiveness</li> </ul>
<b>Governance and Reporting</b>	<ul style="list-style-type: none"> <li>Support the Risk Assurance Committee by preparing high-quality reports and presentations on risk and assurance matters</li> <li>Ensure reporting provides clear visibility of risk exposure, performance against risk appetite, control effectiveness and action progress</li> <li></li> </ul>



- Support escalation where risks are outside appetite in line with defined thresholds Provide clear, evidence-based insights to support governance oversight and decision-making

## Decision Making

The position is accountable for decisions regarding all project operational objectives and for the provision of advice to 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>	D
<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

**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 extensive experience (7+ years) in risk management and assurance roles, preferably in large, complex organizations or internal audit firms
- You have experience supporting risk management frameworks and assurance approaches in practice
- You understand that risks are owned and managed by business units and leadership
- You have experience delivering internal audit programmes and working with external service providers
- You have strong capability working with structured and unstructured data to support reporting and insights
- You have a strong understanding of governance principles and experience working with boards and committees

### Ways of working / Work-related qualities

- You're a strategic thinker with strong analytical and problem-solving skills
- You communicate complex risk concepts clearly to diverse audiences
- You're able to influence and build trusted relationships at all levels of the organization
- You demonstrate high ethical standards and professional integrity
- You're resilient and able to work effectively in a changing environment

### Other Requirements

- You're willing to travel within New Zealand as required for the role

### Qualifications

- You have a relevant tertiary qualification in business, finance, risk management or a related field
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**CREATING  
STRONGER  
CONNECTIONS**

The KiwiRail logo is displayed on an orange background. It consists of the word "KiwiRail" in a bold, black, sans-serif font, followed by a stylized graphic of a kiwi bird's tail feathers.