



Principal Advisor

Risk and Assurance

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| Team: | Risk, Change and Assurance | Location: | Wellington |
| Reports to: | Group Manager Risk, Change and Assurance Systems | Job family: | Policy |
| Role Type: | Permanent | Salary: | Grade 8 |

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'll play a key role in developing and implementing KiwiRail's risk management and assurance frameworks. You'll provide expert advice to leadership on risk and assurance matters, helping to embed a strong risk culture across the organisation. This role will involve leading complex risk assessments, conducting assurance activities, and reporting to senior management and governance bodies. Your work will be critical in supporting KiwiRail to achieve its strategic objectives while effectively managing risks.

Key Accountabilities

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

- Develop and implement risk management and assurance frameworks, processes and tools to ensure an effective system of internal control across KiwiRail
- Facilitate the identification, analysis and monitoring of organization-level risks, coordinating reporting to the Leadership Team and relevant committees
- Lead complex risk assessments and develop mitigation strategies aligned with KiwiRail's risk appetite
- Provide expert advice and training to managers and leaders on risk management practices and assurance responsibilities
- Develop and maintain strong relationships with key stakeholders, including external auditors and regulators
- Support continuous improvement of KiwiRail's risk and assurance function

Key challenges

- 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

| Key Relationships 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

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| Health Safety and Wellbeing | <ul style="list-style-type: none"> • Promote a culture of safety and risk awareness within your team and across the organization • Ensure risk assessments incorporate health, safety and wellbeing considerations |
| Customer Focus | <ul style="list-style-type: none"> • Ensure risk management and assurance activities consider customer impact and experience • Provide risk and assurance advice that supports KiwiRail in delivering quality outcomes for customers |
| High Performing Teams Skills | <ul style="list-style-type: none"> • Coach and mentor team members to develop risk management and assurance capabilities • Foster a collaborative approach to risk management across different business units • Actively seek diverse perspectives in problem-solving • Coach others on effective risk management practices, fostering a strong risk culture throughout the organization |
| Commercial Acumen | <ul style="list-style-type: none"> • Consider financial and commercial implications when conducting risk assessments and assurance activities • Provide risk-based insights to support sound commercial decision-making |
| Risk and Assurance | <ul style="list-style-type: none"> • Develop and implement risk management frameworks aligned with KiwiRail's strategic objectives • Lead complex risk assessments, using a variety of techniques to identify and analyze risks across the organization • Articulate KiwiRail's risk appetite and ensure it is reflected in policies, procedures, and decision-making processes • Develop and maintain an assurance map of KiwiRail's activities, ensuring appropriate coverage and minimising duplication • Identify systemic issues and recommend practical solutions to strengthen KiwiRail's control environment |
| Strategic Advisory | <ul style="list-style-type: none"> • Provide expert advice to senior leaders on complex risk and assurance issues, linking these to KiwiRail's strategic priorities • Anticipate and analyse emerging risks and opportunities in the transport sector and their potential impact on KiwiRail • Collaborate with business units to integrate risk management into strategic planning and decision-making processes • Lead special projects or investigations as directed by the Chief of Legal and Property or senior management |
| Governance and Reporting | <ul style="list-style-type: none"> • Support the Risk and Assurance Committee by preparing high-quality reports and presentations on risk and assurance matters • Ensure timely and accurate reporting of key risks, assurance findings, and emerging issues to the Leadership Team • Contribute to the continuous improvement of KiwiRail's governance processes and reporting mechanisms |

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

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| Human Resources Delegations | D |
| 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 have extensive experience (7+ years) in risk management and assurance roles, preferably in large, complex organizations
- You're skilled in developing and implementing risk management frameworks and conducting assurance activities
- You have a strong understanding of governance principles and experience working with boards and committees
- You're familiar with relevant standards and methodologies (e.g. ISO 31000, COSO)
- You understand the transport sector and the regulatory environment KiwiRail operates in

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
- Professional certifications in risk management or assurance (e.g. CPRM, CIA) are 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.