



Position Description

Graduate

Purpose:

The aim of the KiwiRail Graduate Programme “the Programme” is to attract and grow young and diverse talent for future operational, technical and leadership roles across KiwiRail.

The Programme will provide the Graduate with a supportive environment, rotation across a number of different areas of the business, on-the-job training, mentoring and a strong emphasis on learning and development.

The Programme requires the Graduate to be flexible with their hours of work and the location they are based from. While the ordinary hours of work will be Monday to Friday, there will be an expectation of some weekend work as our operation is 24/7. In addition while the Graduate will have a main location where they are based, there will be a requirement to travel and work in other locations to gain exposure to different areas of the business.

The Graduate is responsible for applying their academic learning to practical workplace experience in the business area aligned to their academic background.

During the course the Programme, the Graduate will:

- Gain a thorough understanding of the Company’s business drivers, strategies, processes and systems.
- Undertake technical and professional development activities to complement their on the job training across different work areas.
- Work collaboratively in a team and across different teams and work environments.
- Undertake project work and participate in project teams to achieve work outcomes for the business.
- Undertake research, analysis and reporting on the business or relevant issues that can be applied in a practical setting.
- Understand and comply with all KiwiRail’s Zero Harm requirements.

At the end of the Programme the Graduate will have a solid understanding of KiwiRail, the different business areas and how the business areas work together to provide an integrated logistics solution for New Zealand.

The Graduate will also have solid practical experience in their area of study that they will be able to apply to future roles within KiwiRail.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to “walk the safety talk”



Dimensions:

Direct Reporting Line to:	HR Shared Services Manager
In-Direct Reporting Line to:	Home Business Unit Manager
Responsible for:	Nil
Budget:	None
Internal Contacts:	Business Unit Managers Zero Harm team Mentor HR Field staff Other Graduates
External Contacts:	TBC
Location:	Various

Key Accountabilities

Project Work

- Projects to be completed as determined with your manager and based on the needs of the business.
- Attend project review meetings to ensure project progresses to plan.
- Provide support in the delivery of projects and professional assignments.
- Develop strong working relationships and networks with key stakeholders to assist with project concepts, design and implementation.
- Ensure that management have regular and necessary information on the progress of the project.
- Assist in preparing project documentation including business cases, project plans, schedules of work, budgets and reporting.

Development and Learning

- Undertake the prescribed generic graduate programme and work experience in the assigned Business Units.
- Gain understanding and experience in all core functions of the business.
- Actively participate in Mentoring Programme, including monthly meetings with assigned Mentor.
- Undertake on job training and prescribed learning and development activities.
- Understand codes, standards and procedures with the disciplines relevant to Graduate position.
- Share knowledge, insights and experiences within graduate peer group and to the



- wider business as required.
- Maintain training documentation as required.

General

- Take responsibility for your continuing professional and personal development.
- Contribute to work planning as required.
- At all times act in accordance with legislation, policies and procedures.
- Be seen as an effective representative for KiwiRail, and act at all times in a professional manner conducive to promoting a positive KiwiRail image.

Zero Harm

- Responsible for complying with all rail safety system standards, procedures and statutory requirements within your area of responsibility.
- Responsible for your own safety and that of other rail employees, contractors and visitors within your work environment.
- Responsible for the identification, reporting and initial control of any safety or environmental hazard identified within your area to your immediate manager.
- Adhere to Kiwirail's health and safety requirements and take responsibility for maintaining a proactive approach regarding both personal wellbeing as well as that of fellow employees, associated client personnel, sub-contractors and members of the public.
- Report all accidents and incidents to your immediate supervisor within one hour.



Person Profile

Capability and Experience

- Demonstrated ability working effectively and collaboratively in team environments.
- Self-assured and resilient person with a breadth of experience and depth of character. This is evidenced through varied life experience including extracurricular interests, voluntary or paid work experience, community involvement, established community or industry networks.
- Bring fresh thinking and demonstrate drive for continuous improvement and are highly collaborative.
- Ability to gather and assimilate information, analyse problems logically, think laterally in the development of solutions and make good decisions.
- Well-developed communication skills, both written and verbal.
- Sound task and workload management, ensuring quality, value and timeliness of all work undertaken.
- Open to change and demonstrates situational awareness and adaptability in different environments/situations.
- Technical proficiency and demonstrated knowledge of the relevant discipline.

Education

- Recently completed (i.e. within the last 2 years) or in the final stages of completing a Bachelor's degree in a relevant discipline

