



Position Description

Kōrero mō te tūranga

Position	Manager Rail Investigations Kaiwhakahaere Tirohanga Rerewei
Team	Investigation Services
Reports to	GM Investigation Services Chief Investigator of Accidents
Location	Wellington
Direct Reports	4
Delegation holder	Financial and statutory delegations as notified
Flexibility	Flexible working arrangements are supported by TAIC by agreement; as long as they can be reasonably accommodated and role requirements/TAIC's operational needs are met
Date	November 2025

Position purpose

Pūtake tūranga

The Manager Rail Investigations supports the GM Investigation Services | Chief Investigator of Accidents to provide high quality and timely transport accident investigation services to the Commission, through management and technical leadership of the rail investigation team.

The Public Service

Te Ratonga Tūmatanui

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i ūnā hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ū mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ū mātou mahi.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki
(<https://www.publicservice.govt.nz/about-us>)

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under te Tiriti o Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more at (<https://www.publicservice.govt.nz/about-us>)

About TAIC Ētahi kōrero mō TAIC

TAIC is an independent Crown entity that supports the Transport Accident Investigation Commission (the Commission) to determine the circumstances and causes of transport accidents and incidents in order to avoid similar occurrences.

Multi-disciplinary teams, led by an Investigator in Charge, investigate and analyse the circumstances of significant air, maritime, and rail occurrences. They support the Commission to consider the facts, and make findings and recommendations to improve transport safety, rather than to ascribe blame.

The Commission's vision is '**no repeat accidents – ever!**'

TAIC welcomes people of all backgrounds and experiences and will make reasonable accommodations if needed to enable full participation and contribution by all. TAIC employees work flexibly to contribute to the Commission's vision through its mission of '**safer transport through investigation, learning, and influence**'.

Duties and accountabilities Takohanga

Team Management

- Lead and motivate a positive, high-performing rail investigations team with staff who actively support TAIC's values and bring a "one-team" approach to working as part of Investigation Services and our wider organisation.
- Day to day management and development of the rail investigations team.
- Manage the delegation, prioritisation and delivery of the rail investigations team's caseload through the inquiry process.
- Set, monitor and review performance of direct reports against objectives.
- Planning and managerial reporting to meet accountability requirements.
- Maintain financial oversight and sign-off of team's expenditure.

- Assist the GM Investigation Services | Chief Investigator of Accidents with the leadership of the wider Investigation Services group and contribute to organisational priorities and culture.
- Identify and manage investigation and wider organisational risks, escalating these to executive management for resolution where appropriate.
- Act in GM Investigation Services | Chief Investigator of Accidents' absence as required.

Technical Leadership

- Oversee investigation process and output of rail investigation team, including assisting GM Investigation Services | Chief Investigator of Accidents with quality assurance reviews.
- Provide investigative and technical input into investigations.
- Liaise with transport regulators and operators and other stakeholders on particular investigations as required.
- Provide technical coaching and mentoring of staff.
- Review and sign-off key investigation documents, including documents for the Commission such as analysis briefings and draft reports, to the GM Investigation Services | CIA.
- Lead and participate in team investigation analysis sessions.
- Present and provide advice to the Commission, ensuring the Commission has all relevant facts to make sound findings and recommendations.
- Identify investigation process improvements and implement approved changes.
- Maintain and share technical knowledge relating to current trends and techniques in safety investigation practices.
- Take lead in ensuring the Investigation Services group is prepared to respond to a major accident.
- Make recommendations to the GM Investigation Services | Chief Investigator of Accidents on statutory proposals and decisions that impact on investigation processes.
- Assessing and making recommendations to GM Investigation Services | Chief Investigator of Accidents regarding notified occurrences; and supporting duty rostered investigators as needed.

Leading Investigations

TAIC's preference is that the Manager Rail Investigations would not normally lead investigations as investigator in charge. However, in times of high caseload they may be required to do so, in which case the following duties and accountabilities apply:

- Lead investigations if required, as Investigator in Charge.
- Project manage all investigative tasks associated with an investigation and the people involved in performing those tasks, e.g. consultants, contractors, Commission staff.

- Manage site examination processes including securing, examination and testing of evidence, taking witness statements, liaison with media, families, other investigation agencies and third-party interests.
- Identify, secure and analyse information/documents relevant to inquiry, including at organisation, regulatory and systems levels.
- Procure, instruct and liaise with technical experts.
- Test safety hypotheses and identify safety issues and risks.
- Liaise with regulators, operators and other relevant parties on appropriate safety actions.
- Prepare and present analysis material, reports and suggested findings and recommendations to the Commission.
- Prepare investigation reports on behalf of the Commission, including consideration of submissions from interested parties.
- Provide general investigation-related advice, including whether actions taken meet requirements of open safety recommendations.

Relationship management

- Work alongside the other Investigation Mode Managers in leading wider investigation teams
- Liaison with domestic and international agencies and stakeholders.
- Provide input into development and review of Memoranda of Understanding.
- Participate in international investigation fora as required.

Information management

- Ensure all information created in the role is findable, accessible, and managed in accordance with TAIC policies and guidelines, with particular focus on Hubstream usage.

Health, safety and welfare

- Champion TAIC's commitment to health and safety and promote the effective operation and continuous improvement of the organisation's HSW safety management system
- Remain familiar with TAIC's SMS and lead by example regarding the importance of health and safety; including but not limited to deployment planning and field work, risk/hazard identification and control, access to hazardous areas (e.g., TAIC's wreckage facility), performance of potentially hazardous tasks, PPE and HSW training, and the reporting of safety hazards/incidents/accidents.

General

- Undertake any other tasks as required by your manager from time to time.

Position specific competencies

He pūkenga tōu

Qualifications

- Relevant professional/management qualification (preferred)
- Relevant investigative qualification (preferred)
- Relevant transport mode qualification/experience
- Relevant tertiary qualification (preferred)

Competencies and experience

- Safety investigation and quality assurance/risk management experience and skills.
- Highly developed interpersonal and personnel management skills.
- Leadership skills (operationally focused with strategic awareness).
- Rail sector experience (i.e., industry-credible).
- Excellent communication skills, both verbal and written.
- Well-developed problem-solving skills and experience developing logically sound arguments.
- Strong attention to detail and accuracy.
- Sound understanding of quasi-judicial processes, particularly the rules and requirements applicable to a Commission of inquiry e.g. having the integrity to remain impartial and independent throughout the investigation, the exercise of statutory powers under delegation.
- Ability to handle difficult/stressful situations with sensitivity, diplomacy and tact.
- This role is privy to sensitive information about transport accidents and incidents, some of which involve death in tragic circumstances. As part of TAIC's wellbeing program the person in this role must have an annual and confidential wellbeing check with a TAIC psychologist.
- Demonstrated collaborative and values-based approach to effective working relationships
- Ability to anticipate and identify risks/issues, identify possible solutions and apply agreed solutions.
- Excellent time management skills, including effectively managing competing work priorities.

- Computer literate. Intermediate to advanced knowledge of basic Microsoft packages, including Word, Excel, Visio, Power Point.

Medical competencies and other requirements

- Medically fit, i.e. no significant health problems.
- Physically fit i.e. able to work in remote locations without undue risk to self or others.
- Ability to legally work in New Zealand.
- Ability to travel, including at short notice and/or for extended periods.
- Current NZ driver license.

Key relationships **Whanaungatanga mahurangi**

Internal

- Commissioners
- Chief Executive
- GM Investigation Services | CIA
- Executive Leadership Team
- Senior Leadership Team
- Investigators, Specialist Services and other members of Investigation Services
- Legal team
- Corporate Services
- Executive Services

External

- Commission contractors
- Government departments and public sector agencies
- Transport Regulators
- Overseas investigation agencies
- Transport Operators
- Families
- Interested Persons.

Values

Ā mātou uara

TAIC's values describes the way we work and interact, with each other and with others.

Value	Description
One team	We work as one to fulfil our purpose and we value everyone's contribution. We are greater than the sum of our parts bringing our unique skills together to achieve TAIC's goals.
Pride in our professionalism	We demonstrate our competence, quality, skills, and appropriate behaviour at all times. Most importantly, we take ownership for our delivery.
Respect for others	We respect others, their points of view, and their accountabilities. We take ownership of how we act, treating each other with respect and dignity.

Organisational competencies

Ngā whakatakotoranga matautau

Competency	Desirable performance indicators:
Results oriented	<ul style="list-style-type: none">• Clearly defines and achieves objectives on time every time• Pursues success with energy and drive• Plans, prioritises, and actions work effectively.• Analyses complex situations and implements effective solutions• Proactively considers risks and issues and acts to manage them, including advising others, as appropriate• Handles uncertainty. Makes effective decisions in uncertain conditions• Contributes proactively to the objectives of the Commission.
Business understanding	<ul style="list-style-type: none">• Committed to delivering the Commission's strategies and objectives• Understands the role of the Commission, and how they contribute to it• Understands how the Business Services and Investigation teams both contribute to the role of the Commission• Understands the political environment within which the Commission operates• Understands the machinery of government, and applicable financial and behavioural requirements of public servants• Embraces the ethos of Public Service• Understands the role of te Tiriti o Waitangi in New Zealand.
Leadership	<ul style="list-style-type: none">• Promotes the Commission's strategic direction.• Role models TAIC's values and holds others to account for their behaviour• Furthers team objectives• Encourages and supports other team members• Embraces change. Actively works to improve systems, processes, as appropriate• Ability to work under pressure, sometimes in traumatic circumstances.• Takes ownership of continuous personal development• Demonstrates knowledge and experience, or willingness to learn about te Tiriti, Tikanga, te reo and te ao Māori.

Competency	Desirable performance indicators:
Relationship management	<ul style="list-style-type: none"> • Builds positive and healthy relationships internally and externally, while maintaining Commission independence • Is professional and courteous in communications and behaviours with others • Promotes collaboration and cooperation • Supports a diverse workplace, free from bias and inclusive for all • Identifies common goals, encourages collaboration and joint ownership • Demonstrates empathy to those involved in tragic situations, while maintaining professionalism and performing Commission tasks • Handles difficult or tense situations with diplomacy and tact.