



# Cost and Benchmarking Lead - Infrastructure

## Position Description

Team:	Infrastructure	Location:	Auckland (or as required)
Reports to:	Business Performance 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 of the role

KiwiRail is in a phase of significant transformation to modernise and grow our rail and Interislander ferry services in Aotearoa.

To provide Quantity Surveying support across infrastructure, from procurement through delivery, ensuring commercial performance, managing financial and contractual risks, and enhancing commercial capability within Infrastructure teams.

### Key Accountabilities

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

- Provide commercial input into tenders, contract preparation, negotiation, and award; ensure value for money and risk management.
- Administer contracts and sub-contractor accounts, manage variations, and ensure appropriate terms and conditions are applied.
- Monitor budgets, cost control, forecasting, and cash flow; prepare and review financial reports and commercial risk registers.
- commercial planning and performance tracking; provide expert advice to Infrastructure teams on financial and contractual matters.
- Identify, escalate, and mitigate commercial and financial risks.
- Collaborate across business units and with external stakeholders to align on Infrastructure goals and outcomes.
- Manage supplier relationships, evaluate performance, and ensure compliance with contract terms.
- Deliver accurate monthly cost and value reports, maintain governance documentation, and support decision-making forums.
- Uphold KiwiRail's safety standards and proactively contribute to a safe working environment.

### Key challenges

- Balancing competing priorities of schedule, cost, safety, and customer outcomes within constrained budgets.
- Managing financial and commercial risk across large-scale infrastructure deliveries, including cost forecasting, variation control, and dispute resolution.
- Aligning diverse internal and external stakeholders to ensure procurement, contract, and delivery decisions support outcomes.
- Uplifting commercial capability and governance within Infrastructure teams while maintaining compliance with KiwiRail policies and NZ construction law.

Key Relationships		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Here are the key relationships relevant to this role					
Internal	Business Performance Manager	✓	✓	✓	✓
	GM Integrated Delivery Planning and Performance		✓	✓	✓
	Chief Infrastructure Officer		✓		✓

	Infrastructure Leadership Team			✓	✓
	Asset Management and Engineering			✓	✓
	Health, Safety and Wellbeing			✓	✓
	Transformation Office			✓	✓
External	Key contractors and suppliers			✓	✓
	Governance forums including RAAC, HSEC, RGB, and Change Governance Boards		✓	✓	✓
	Funding stakeholders			✓	



## What you will do to contribute

<b>Health Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Embed Zero Harm principles into all commercial and procurement activities.</li> <li>• Ensure compliance with KiwiRail's health and safety standards and statutory requirements.</li> <li>• Identify and mitigate safety risks in contract and Infrastructure delivery.</li> <li>• Promote a proactive safety culture across suppliers and Infrastructure teams.</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>• Ensure commercial decisions support customer outcomes and service continuity.</li> <li>• Maintain transparency in reporting financial and contractual impacts to stakeholders.</li> <li>• Support alignment between Infrastructure delivery and stakeholder expectations.</li> <li>• Contribute to building a positive profile for the Auckland Network Programme.</li> </ul>
<b>High Performing Teams Skills</b>	<ul style="list-style-type: none"> <li>• Provide commercial coaching and guidance to Infrastructure teams.</li> <li>• Collaborate across business units to align financial and delivery goals.</li> <li>• Support capability uplift in cost management and procurement practices.</li> <li>• Facilitate knowledge sharing and continuous improvement in commercial processes.</li> </ul>
<b>Commercial Acumen</b>	<ul style="list-style-type: none"> <li>• Lead cost forecasting, budgeting, and financial reporting for infrastructure.</li> <li>• Evaluate and negotiate contracts to ensure value for money and risk mitigation.</li> <li>• Manage commercial risk registers and reporting tools (e.g., SAP, CVR).</li> <li>• Support strategic financial decisions and funding partner engagement.</li> </ul>
<b>Risk and Change Leadership</b>	<ul style="list-style-type: none"> <li>• Develop and maintain Commercial Management Plans and Risk Registers</li> <li>• Identify and escalate commercial risks early to enable proactive mitigation.</li> <li>• Support governance forums with accurate financial and contractual insights.</li> <li>• Champion robust commercial governance and contract compliance.</li> </ul>

## Decision Making

Key decision-making requirements of the position include:

- Oversight of cost forecasting, budget control, and financial risk mitigation.
- Evaluation of procurement contracts to ensure value for money and appropriate risk allocation.
- Identification, escalation, and resolution of commercial and contractual risks.
- Selection and application of cost management methodologies, tools, and governance processes to support Infrastructure delivery.

<b>Human Resources Delegations</b>	Nil
<b>Direct reports</b>	Nil
<b>Finance Delegations</b>	<b>TBC</b>
<b>Budget (operating and capital)</b>	As agreed in the Business Plan
<b>Travel Delegations</b>	Nil
<b>Statutory powers</b>	Nil

## Physical demands and the nature of work

This role is primarily office-based and requires:

- Prolonged periods of sitting and high computer use.
- Occasional travel to Infrastructure sites and governance meetings.
- Ability to manage the demands of a fast-paced environment with multiple stakeholders.

*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 strong expertise in commercial management, procurement, and contract administration within large infrastructure business.
- You bring deep knowledge of cost estimation, forecasting, and financial reporting tools and methodologies.
- You lead your team to identify and address safety hazards.
- You seek out diverse perspectives and incorporate them into decisions.
- You communicate with enthusiasm and tailor your messages to different audiences.
- You guide your team through challenges, ensuring they remain positive and productive.
- You take ownership of team goals and foster a results-driven environment.
- You encourage continuous learning and improvement across your team.

### Other Requirements

- You can pass regular drug and alcohol screening.
- You hold a current and valid NZ driver's licence.
- You can travel domestically as required.

### Qualifications

You need either:

- A relevant tertiary qualification in Quantity Surveying, Construction Management, Engineering, or
- Equivalent experience in cost planning, budgeting, and financial reporting..

**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.