



# Rail Care Senior Project Manager

## Position Description – Capital Projects and Development

Team:	Network Readiness	Location:	Auckland
Reports to:	Metro Transformation Lead	Job family:	N/A
Role Type:	Permanent	Salary:	N/A

### 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

KiwiRail is in a phase of significant transformation to modernise and strengthen Aotearoa New Zealand's metro rail network. We're enhancing and modernising our network maintenance to support more frequent passenger services, faster journey times, and increased freight capacity.

The Network Readiness team is the spearhead of our interconnected Metros business, delivering best-in-class safety, consistent service performance, and driving innovation to meet stakeholder and customer obligations. As a standalone business unit aligning Auckland and Wellington operating models, we are committed to intelligent, preventative maintenance supported by sustainable funding. Through a transformation plan focused on safety, intelligence, automation, mechanisation, and asset management, we will meet network capacity demands, generate above-rail revenue, consistently achieve Delivery in Full, on Time (DIFOT) targets, and ensure service levels of excellence across the network by 2030.

The Rail Care Senior Project Manager will report to the METro Transformation Lead and will be responsible for supporting the engineering aspects of design and maintenance strategy for railway infrastructure track assets. You will be required to execute activities safely, taking personal responsibility for your assigned tasks as part of the Transformation programme of work within the Network Readiness team's remit.

### Key Accountabilities

Within the area of responsibility, this role is required demonstrate exceptional support of:

- Analyzing data from different inspection equipment and personnel (including but not limited to NDT RTI, EC-SM, ACFM ) in order to form a view on the rail condition of the Metros Network
- Proposing and documenting a strategy for the rail management with the intention of achieving the required performance of the network
- Delivering new and updating current task instructions and processes associated with the rail management strategy proposal
- Defining thresholds for rail management intervention, proposing a process for the grinding and track maintenance teams to deliver the strategy
- Engaging with but not limited to Infrastructure, Engineering, Protection to deliver the best outcomes for the Rail Care Strategy for Auckland and Wellington Metros
- Sponsoring and delivering field trials and maintenance for rail care on the Metros networks
- To engage and work collaboratively with Track Machinery Group, Engineering and Track Maintenance teams to delivery rail management maintenance on the Metros Network
- Researching and applying for Type Approvals for new technologies related to rail maintenance management
- Actively engaging with engineering on the process of trials, assessments and type approvals of new technologies related to rail care strategy
- Managing NDT team, ensuring its competency and capacity to deliver the Rail Care strategy

Key Relationships		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Here are the key relationships relevant to this role					
Internal	Metro Transformation Lead		✓	✓	✓
	Delivery Team			✓	✓

	Engineering and Signals Team			✓	✓
	Professional Heads			✓	✓
	Subject Matter Experts			✓	✓
	Internal Service Providers			✓	✓
External	Link Alliance/City Rail Link			✓	✓
	Auckland Transport			✓	✓
	WorkSafe			✓	✓
	Auckland Council			✓	✓
	Subject Matter Experts		✓	✓	✓
	Utility and Service Providers			✓	✓



## What you will do to contribute

<b>Health Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Implement safety procedures and ensure team compliance</li> <li>• Analyse workplace risks and develop mitigation strategies</li> <li>• Promote a culture of safety and wellbeing within your team</li> <li>• Respond effectively to safety incidents and near-misses</li> <li>• Support team members' physical and mental health</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>• Provide a positive customer experience</li> <li>• Support a customer-focused culture at KiwiRail</li> <li>• Know our services well and explain them to customers</li> <li>• Respond quickly to customer needs</li> <li>• Develop solutions to meet customer requirements</li> <li>• Solve complex customer issues</li> <li>• Work with colleagues to improve customer outcomes</li> </ul>
<b>Commercial Acumen</b>	<ul style="list-style-type: none"> <li>• Plan and monitor own responsibilities to contribute to team objectives</li> <li>• Consider financial implications when making recommendations</li> <li>• Work with stakeholders to ensure quality outcomes</li> <li>• Recognise how decisions impact KiwiRail's overall position</li> </ul>
<b>Role Specific Domain</b>	<ul style="list-style-type: none"> <li>• Lead analysis of data from different inspection equipment and personnel (including but not limited to NDT RTI, EC-SM, ACFM ) in order to form a view on the rail condition of the Metros Network</li> <li>• Lead Rail Care PM to propose and document a strategy for the rail management with the intention of achieving the required performance of the network</li> <li>• Lead Rail Care PM, asset engineering and track engineering to define thresholds for rail management intervention, proposing a process for the grinding and track maintenance teams to deliver the strategy</li> <li>• Lead collaboration with asset engineering and track engineering to deliver new and update current task instructions and processes associated with the rail management strategy proposed</li> <li>• Lead engagement with, but not limited to Infrastructure, Engineering, Protection to deliver the best outcome for the Rail Care Strategy for the Metros</li> <li>• Lead collaboration with Track Machinery Group, Engineering and Track Maintenance teams to delivery rail management maintenance on the Metros Network</li> <li>• Lead field trials and maintenance for rail care on the Metros network</li> <li>• Ensure availability for night and day shift rail management intervention activities on the field</li> <li>• Research and apply for type approvals for new technologies related to rail management</li> <li>• Engage actively with engineering on the process of trials, assessments and type approvals of new technologies related to rail care strategy</li> <li>• Lead delivery of detailed plans for the Rail Care scope of work.</li> </ul>

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- Lead collaboration with different departments in KiwiRail to achieve the best output for the Rail Care work bank, including but not limited to: Protection, Infrastructure, Engineering, Rules and Standards
  - Oversee mapping and refining processes around Rail Care
  - Lead as the champion for continuous improvement throughout the project. This will result in a general atmosphere of focus, innovation, improvement and 'paced' task delivery
  - Lead appropriate risk management activity and register
  - Identify and forecast risks, issues, and opportunities in your project
  - Lead delivery of critical path, with risk-adjusted programming
  - Timely reporting and escalation of key information to Metro Transformation Lead
  - Manage close control of time, money and quality whilst driving an attitude of innovation and improvement
  - Manage change processes in keeping with KiwiRail policy and project delivery best-practice
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## Decision Making

The position is accountable for decisions regarding all project management and operational objectives and for the provision of information to team members and relevant stakeholders on day-to-day project decisions.

Key decision-making requirements of the position include:

- Strong interpersonal skills are required to achieve cooperation, and positive negotiations with customers and suppliers
- Financial and budgetary recommendations, including effective negotiation with stakeholders.
- Ability to juggle competing priorities
- Risk management decisions

<b>Human Resources Delegations</b>	Team member
<b>Direct reports</b>	9
<b>Finance Delegations</b>	Yes
<b>Budget (operating and capital)</b>	In line with annual maintenance budget
<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

- Proven track record of leading positive project outcomes in complex multi-disciplinary environments.
- Experience leading rail projects is an advantage, and certification as Project Management Professional is a plus.
- Proven knowledge and understanding of project management methodologies and reporting, including risk management, design, specification, and production for assigned projects.
- Previous Project Management experience and ideally experience working in the railway or construction industry.
- Demonstrable experience contributing to key project documentation and working with teams to deliver quality outputs.
- Experience with NDT systems is an advantage
- Experience with track maintenance strategy development and implementation is an advantage
- Exceptional organisational skills in prioritising and managing own workload.
- Continually reviewing work practices, productivity, and cost control throughout the project to maximise the financial performance of project.
- Continuously assess risks and scope changes, identifying and recommending solutions to minimise adverse effects on cost, timeliness and quality of the project.
- Maintain excellent relationships with internal and external stakeholders, ensuring timely communication of project progress and likely impacts.

### Ways of working / Work-related qualities

- You are able to maintain composure, making sound and timely decisions under pressure.
- You are pragmatic and flexible, effectively balancing the needs of your team, project and KiwiRail.

### Qualifications

- Tertiary qualification in related discipline
- Project Management qualifications, PRINCE, PMP

And

- Relevant industry and/or project management certifications

**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.