



Project Manager – Maintenance Delivery

Position Description – Capital Projects and Development

Team:	Network Readiness	Location:	Millennium
Reports to:	Infrastructure Delivery Director	Job family:	N/A
Role Type:	Secondment/Fixed Term Contract	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 Project Manager - Maintenance Delivery will be responsible for determining our future operational delivery framework for our maintenance program. The key to success is the robustness of the delivery plan for maintenance and its linkage and synergy with the access model and asset management plan. These 3 pillars are critical to 'transition and transformation' of KiwiRail's maintenance regime. This position requires an experienced technical expert with extensive rail asset management and delivery knowledge.

Key Accountabilities

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

Project Management and Governance

- Establish and implement strong multidisciplinary project management practices.
- Ensure projects align with agreed outcomes, strategic direction, values, and standards.
- Develop and maintain comprehensive project documentation and project plans.
- Provide leadership and direction to project teams to drive successful project execution.
- Ensure adherence to quality and governance standards throughout the project lifecycle.

Operational Delivery Accountabilities

- Review and implement current access plans allowing future, cyclic preventative maintenance to be unlocked.
- Analyse maintenance modelling data from other metros to provide enhanced operational delivery solutions.
- Incorporate Rail National Investment Plan (RNIP) and the Metro Rail Operating Model (MROM) into a preventative maintenance model, ensuring capacity to deliver the work quantum by task, organising the metro structure into light and heavy cyclical maintenance teams.
- Review specifications and standards and assess if they are fit for purpose to deliver the service and patronage task of the Auckland Rail network for future capacity demands and link with the codes, standards and principles work streams to implement change.
- Recommend and implement improvements to maintenance methods and ways of working using automation, mechanisation and technology to deliver higher levels of service.
- Specifically, working under live whist trains are operating, use of ATIS, ATWS, and multiple technical systems the modernise maintenance delivery.
- Develop the maintenance models including; revised inspection and intervention regimes, Rail Contact Fatigue (RFC) management lubrication, and grinding strategies for a busy metro railway of the future.
- Closely align the modelling with codes, standards and safety case reviews and gain sign off at Professional Head (PH) and technical committees for new ways of working.

- Investigate and implement procedures and innovation to ensure international best practice and alignment with KiwiRail's Code of Compliance.
- Collaborate with other service leads and SMEs to bring in their expertise to the final model.

Maintenance Best Practice

- Stay abreast of international best practices for Metro maintenance operations to ensure alignment and substantiate changes to delivery, engineering and inspection practices and models to recommend and drive change.
- Investigate, trial, and implement new maintenance practices.
- Design and implement a future cyclic maintenance model that includes machine maintenance, mechanisation, automation and technology services for asset management and track-asset production functions.

Analysis and Reporting

- Review asset condition monitoring across all asset types to determine critical asset prioritisation, line maintenance priority, access points, and increased frequency of inspections and interventions.
- Compile cost analysis reports and productivity rates, report on risks and opportunities.
- Provide analysis and data/run reports on compliance and productivity.
- Collaborate with the Engineering and Logistics teams to support the production of monthly reports on asset performance, defects, and failure trends.
- Assist with maintenance progress monthly report.

Asset Management

- Identify system development opportunities for improvements in maintenance data management and modelling.
- Ensure that asset information for handover to Operations is up to date as a single source of truth for all asset data, and data is accurate.

Records Management

- Ensure work activities are well documented, and established files are effectively managed for access by Operations Delivery, Engineering and other internal parties.
- All records are to be kept in KiwiRail's SharePoint, Meridian, Tucana and other enterprise systems.

Resource and Stakeholder Management

- Lead project team, ensuring shared knowledge and continued professional development in project management disciplines.
- Manage internal resources and contracted project personnel to optimise efficiency and effectiveness.
- Oversee contractor and consultant management to ensure the timely and effective delivery of agreed outputs.

Contract and Financial Management

- Manage contracts and procurement activities to secure necessary project resources and services.
- Ensure sound financial and program management practices to maintain budget integrity and accountability.
- Cost Overruns: Conduct regular finance review meetings to assess the scope against incurred costs.

Key challenges

- Managing time, budget and resource constraints to ensure successful project outcomes.
- Ensuring successful programme interdependencies and integration.
- Providing steady project management leadership, and fast decision making in a pressurised environment.

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

Health Safety and Wellbeing	<ul style="list-style-type: none"> • Implement safety procedures and ensure team compliance • Analyse workplace risks and develop mitigation strategies • Promote a culture of safety and wellbeing within your team • Respond effectively to safety incidents and near-misses • Support team members' physical and mental health
Customer Focus	<ul style="list-style-type: none"> • Provide a positive customer experience • Support a customer-focused culture at KiwiRail • Know our services well and explain them to customers • Respond quickly to customer needs • Develop solutions to meet customer requirements • Solve complex customer issues • Work with colleagues to improve customer outcomes
High Performing Teams Skills	<ul style="list-style-type: none"> • Achieve high performance standards aligned with Network Readiness Programme goals • Contribute to a supportive and cooperative team environment • Provide timely and constructive feedback • Actively seek diverse perspectives in problem-solving
Commercial Acumen	<ul style="list-style-type: none"> • Plan and monitor responsibilities to achieve team objectives • Consider financial implications when making recommendations • Work with stakeholders to ensure quality outcomes • Recognise how decisions impact KiwiRail's overall position
Role Specific Domain	<ul style="list-style-type: none"> • Act as the subject matter expert for track, formation, drainage, civils and structures maintenance, with general knowledge in signaling and traction disciplines, providing asset management the necessary info needed to manage whole of life (WOL). • Implement High Level Infrastructure Review (HLIR) outcomes relating to the condition of maintenance standards and maintenance plans for all assets. • Develop the Maintenance Operating Plan based on a forward, end-to-end work bank that is aligned with the Rail National Investment Program (RNIP).

Decision Making

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

Key decision-making requirements of the position include:

- Strong interpersonal skills are required to achieve collaboration, negotiation and reach agreement with internal and external customers, and suppliers.
- Project management and delivery decisions.
- Financial and budgetary decisions, including effective negotiation with stakeholders.
- Commercial and contractual decisions.
- Ability to lead and manage concurrent priorities.
- Risk management decisions.
- Project resourcing, planning and scheduling decisions.

Human Resources Delegations	Team member
Direct reports	TBC
Finance Delegations	Allocated per DFA Policy
Budget (operating and capital)	Allocated per DFA Policy
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

- Extensive experience within the Auckland and wider KiwiRail rail network.
- Proven track record of leading positive project outcomes in complex multi-disciplinary environments.
- Proven knowledge and understanding of project management methodologies and reporting, including risk management, design, specification, and production for assigned projects.
- Previous project Management in a project management environment and ideally with experience working on Demonstrable experience reviewing key project documentation and working with teams to deliver quality outputs.
- Financial, and resource management, ensuring budget objectives are met and timely escalation taken if and when necessary.
- Exceptional organisational skills in prioritising and managing competing workloads.
- Continually review work practices, productivity, and cost control to maximise the financial performance.
- Oversee systems to continuously assess risks, identify and scope changes and find solutions to minimise adverse effects on cost, timeliness and quality of the project.
- Provide subject matter and technical expertise where required, through active involvement and engagement in the execution of the technical complex aspects of the project.
- Apply excellent relationship building and management to demonstrate project leadership and apply influence and gravitas to ensure desired outcomes are met.
- Liaise and collaborate with Management and Technical Managers keeping them informed on when and how the project is likely to impact on their business.
- Maintain excellent relationships with external stakeholders, ensuring timely communication of project progress and likely impacts.
- Provide authentic and proactive leadership for your team, demonstrating best practice and effective engagement.

And;

- Rail network maintenance and asset management delivery and / or project work in track, civils, formation and drainage functions or other disciplines.
- Expert knowledge of relevant technical disciplines that include but not limited to; asset management, asset maintenance and delivery, machine maintenance, civils, heavy plant and mechanisation.
- Experience in the use of ATIS – ATWS and inspection technical capabilities
- WOL asset management.

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.
- You are engaging and demonstrate a collaborative style of working.

Qualifications

- Tertiary qualification in related discipline.
- Relevant industry and/or project management certifications

**CREATING
STRONGER
CONNECTIONS**



KiwiRail 