



# Senior Project Manager

## Critical Risk Management

Team:	Infrastructure	Location:	Auckland / Wellington
Reports to:	Chief Infrastructure Officer		
Role Type:	Fixed Term		

### 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, enabling the long-term success of the organisation. Underpinning this is a requirement for a strong and mature safety culture that cares for our people and protects them from harm.

Central to building this foundation is KiwiRail's Toitū Te Mauri Safety Culture Programme which is comprised of several workstreams operating in parallel to shift the dial on KiwiRail's safety performance.

KiwiRail is seeking a Senior Project Manager to deliver the workstream project plans through to completion, starting with Critical Risk Management. The role will work closely with KiwiRail's Senior Leadership Team and ensure the projects are managed successfully; they deliver on its intended benefits, adhere to quality and schedule expectations, and is seamlessly transitioned into business-as-usual.

The Senior Project Manager will be committed to keeping close control of the work while driving safety, innovation and improvement. Timely reporting of key information from each project to the overall programme and governance panels and relevant stakeholders is essential to ensuring progress of each workstream is understood.

This role is by nature flexible, with relevant experience, and effort required for projects depending on scale, complexity, and priority.

### Key Accountabilities

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

#### Project Planning and Initiation:

- Define project scope, objectives, deliverables, and success criteria in collaboration with stakeholders.
- Develop comprehensive project plans including timelines, resource allocation, budget estimates, and risks.
- Establish governance structures and reporting mechanisms to ensure transparency and accountability.

#### Engagement, Communication, and Governance:

- Identify and manage relationships with internal and external stakeholders, ensuring alignment of expectations.
- Facilitate regular communication through status reports, steering committees, and stakeholder briefings.
- Act as the primary point of contact for project-related matters, resolving conflicts and negotiating trade-offs.

#### Execution and Delivery Management:

- Support cross-functional teams to execute project activities according to the approved plan.
- Monitor progress against milestones, adjusting plans proactively within the change control framework.
- Ensure quality assurance processes are embedded throughout the project lifecycle.

#### Risk, Issue, and Change Management:

- Identify potential risks or issues early and implement mitigation plans.
- Manage change requests through structured impact analysis and governance approval.
- Maintain a risk register and ensure escalation protocols are followed.

#### Financial and Resource Oversight:

- Track project budgets, ensuring expenditures align with forecasts and funding constraints.
- Manage third party services, including vendor selection and contract management.
- Optimize resource utilization across competing priorities and timelines.

#### Change Adoption and Benefits Realization

- Support business readiness and change management activities to ensure successful adoption.
- Collaborate with business units to embed project outcomes into operational processes.
- Track and report on benefits realization against original objectives.
- Conduct post-implementation reviews and lessons learned sessions to inform future projects.

## Key challenges

- Supporting business unit leaders to keep pace on delivery throughout the project.
- Navigating complex and shifting priorities across the various strategic programmes.
- Balancing technical health and safety requirements with practical front-line application.

Key Relationships Here are the key relationships relevant to this role		Manage / Lead	Deliver to	Collaborate with	Advise or inform
Internal	Safety, Health and Wellbeing teams		✓	✓	✓
	Integrated Enterprise Oversight teams			✓	✓
	Chief Infrastructure Officer		✓		✓
	Respective operational Business Unit leads			✓	✓
External	Rail & Maritime Transport Union			✓	✓
	Consultants, strategic advisors, and external reviewers			✓	✓

## What you will do to contribute

### Health Safety and Wellbeing

- Support teams to develop business unit critical risk controls
- Embed safety-first thinking in project design and implementation
- Analyse workplace risks and develop mitigation strategies
- Promote a culture of safety and wellbeing within the broader team
- Use courageous conversations to support safety leadership.

### Customer Focus

- Ensure critical risk control designs consider customer-centric outcomes.
- Support a customer-focused culture at KiwiRail
- Highlight critical risk controls that could impact customer service.

### High Performing Teams Skills

- Set clear performance standards aligned with KiwiRail's goal
- Encourage a supportive and cooperative team environment
- Facilitate cross-functional collaboration between workstream members
- Share feedback and insights that support continuous improvement
- Build trust and influence without formal authority.

### Commercial Acumen

- Evaluate project risks and outcomes with commercial impact in mind.
- Translate insights into pragmatic financial recommendations.
- Support project investment prioritisation and resource optimisation.
- Understand and comply with KiwiRail's financial policies and standards.
- Recognise how financial decisions impact KiwiRail's overall position

### People

- Champion the principles of High Performance, High Engagement.
- Role model for the Just and Fair Culture.
- Coach and develop personnel in of project management disciplines
- Identify risks, opportunities and interdependencies across projects.
- Drive engagement with the business unit leads and other stakeholders.

## Decision Making

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

Key decision-making requirements of the position include:

- Project management and delivery decisions
- Risk management decisions
- Project resourcing, planning and scheduling decisions

<b>Human Resources Delegations</b>	Nil
<b>Direct reports</b>	Nil
<b>Finance Delegations</b>	Level 8: \$10,000 Operating
<b>Budget (operating and capital)</b>	Nil
<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

- You have strong experience managing enterprise-level projects or programmes of work.
- You bring at least 7 years of experience in project or programme management.
- Knowledge of relevant project and asset management methodologies.
- You are skilled in navigating complexity and working across multiple workstreams.
- Extensive demonstrated knowledge of best practice project management systems and methodologies.
- You have a strong ability to synthesise and visualise report status and insights to support decision making.
- You have mature interpersonal skills and an ability to positively engage with a diverse group of stakeholders.
- Knowledge and understanding of best practice quality systems including ISO9001.
- Experience in complex project delivery roles in a health and safety environment.

### Ways of working / Work-related qualities

- You prioritise safety by identifying and addressing organisational risks
- You speak clearly and confidently, tailoring communication for senior audiences
- You stay composed in complex, high-stakes environments
- You collaborate well with others, even without formal authority
- You demonstrate sound judgement and make decisions based on strategic insight
- You value diversity, support inclusive practices, and role-model cultural awareness

### Other Requirements

- You can pass pre-employment and random drug and alcohol screenings
- You hold a current and valid NZ Driver's Licence
- You can travel occasionally to engage with leaders and teams across New Zealand.

### Qualifications

You need either:

- Formal qualifications in project management, business management, engineering, people leadership or relevant discipline.
- Change management qualification
- Knowledge of LEAN and Agile

**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.