



Position Description

Senior Project Manager Capital Projects and Asset Development

Purpose:

The Senior Project Manager's (PRM) role will be responsible for the delivery of a programme of works within the Projects Team remit. These may include projects in the fields of Rail Infrastructure (above and below rail), Civil and Construction, Property and Programmes in Change Management.

Delivery includes some or all the following tasks within the project lifecycle:

- Feasibility studies
- Recommendation
- Concept and detailed design
- Procurement
- Construction
- Commissioning
- Close out
- Review (incl. lessons learnt)

The role requires a clear understanding of the management of the project lifecycle, the ability to lead a team of project managers, work collaboratively with all stakeholders and achieve outstanding project outcomes. It may require the incumbent to scope, organise and monitor progress of programme projects, leading them through to their successful completion.

This role will provide technical and project leadership direction to the teams and ideally have an extensive background in the delivery of works in a complex rail operating environment. **The incumbent will have strong relationship building capability with his/her peers in other areas of the business and be able to implement best for business solutions to complex issues.**

The Project Manager will be committed to keeping close control of time, money and quality while driving an attitude of innovation and improvement. The incumbent will ensure timely reporting of the key information from the projects so the progress of the overall programme of works is easily understood by the business as a whole.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to "walk the safety talk"

Dimensions:

Reports to:	Programme Manager/ Director
Responsible for:	The role will have incumbent responsibility for assigned Project Managers, Project Engineers, Consultants, Contractors and Area Field Staff as appropriate
Location:	South Island, Christchurch preferably
Budget:	Allocated per project
Delegation:	As per delegation policy manual
Internal Contacts:	Programme Group



Network Services Operations and Engineering
Corporate Groups

External Contacts: Dependent on the nature of the project. Primarily: Waka Kotahi; CCC; local councils and RCAs.

Key Accountabilities

Project Management
<ul style="list-style-type: none"> • The Project Manager will have multiple projects elements, many of which will be managed by project managers reporting to this role. • Specifies and establishes project parameters and priorities by developing project plans and time and cost estimates. • Ensures the effective and timely implementation of projects by tracking, monitoring, and communicating project progress against the project plan requirements, quality measures, standards processes, and milestones. • Ensures commitment and buy-in to the project by all relevant parties by coordinating the input, support, and communication with all functional organisations that impact project scope, business value, risk, and resource requirements (e.g. internal staff, the public, external consultants). • Provides formalised, continuing work direction and leadership to assigned project team(s) including the scheduling, assignment, and review of project work. • Provides subject matter or technical expertise where required by being actively involved in the execution of the technically complex aspects of assigned projects. • Manage resources and teams to ensure project is delivered. • Manage contractors and consultants to ensure the timely delivery of agreed outputs
Project Scoping and Planning
<ul style="list-style-type: none"> • Scope projects and establish project teams and resources. • Establish project plans that support the effective delivery of projects. • Establish relevant procurement documentation and complete the necessary procurement processes. • Establish timelines and key milestones
Risk Adjusted Programming
<ul style="list-style-type: none"> • Ensure assigned projects are programmed to deliver on the KiwiRail expected forecast. • Effectively review and validate project and programme schedules submitted by others to ensure realistic schedules are defined. • Ensure programmes are detailed and logical, identifying the resources required to achieve key milestones. • Ensure that all programmes are base lined to track progress and to identify variances and take corrective action using practical options.
Project Budgeting and Forecasting
<ul style="list-style-type: none"> • Manage the project budget objectives and take corrective action where required to ensure the budget objectives are met in accordance with financial policy • Prepare expenditure plans and forecasts. Ensure that project cashflows are prepared based on programmes with basis of the cashflow clearly documented.



- Develop Earned Value Analysis for projects that warrant that level of detail and measurement.
- Participate in the PMO team meetings and prepare and present regular project reports and updates.
- Continually review work practices, productivity and cost control throughout the project to maximise the financial performance of KiwiRail
- Ensure that programme and cashflows are regularly monitored to assess their performances against the baselines and identify variances and take corrective actions by developing alternatives and to ensure a 'no surprise' environment'.
- Ensure that all programmes are base lined to track progress and to identify variances and take corrective action using practical options.

Optimising Design and Delivery Excellence

- Ensure key stakeholders are identified early in the project development cycle and their requirements are identified and delivery agreed by balancing their needs against available resources.
- Maintain systems to continuously assess risks identify and scope changes and find solutions to minimise adverse effects on cost, timeliness and quality of the deliverable.
- Demonstrate knowledge and skills to effectively evaluate competing options and formulate appropriate recommendations.
- Ensure all learnings encountered during the project development and construction process are recorded and fed back into the process supporting continuous improvement.
- Be responsible for agreeing the communications strategy and positioning within the Project and ensure it is implemented positively. This will usually apply to larger projects.

Relationship Management

- Maintain excellent working relationships with other KiwiRail managers and staff, keeping them fully informed on when and how the project progress might impact on their business.
- Liaise with Regional Managers, Area Managers and Technical Managers keeping them informed on when and how the project is likely to impact on their business.
- Participate in meetings and assist staff when necessary.
- Proactively manage the relationship with external clients and stakeholders on behalf of KiwiRail , to ensure all relevant parties are kept informed of project/ programme progress, risks and impacts.

Supplier Management

- Demonstrate best practice procurement approaches have been used as the basis for extracting best value for money from suppliers.
- Oversee a system of adequate checks and controls on consultant and contractor performance to achieve optimal results.
- Carry out performance reviews of suppliers to ensure optimal performance is extracted and unsatisfactory performance corrected.
- Ensure all deliverables meet or exceed quality standards.
- Act as the contact between KiwiRail and external stakeholders when required, to ensure all relevant parties are kept informed of project progress and likely impacts.

Leadership

- Ensure that the project team is resourced and has the capability to deliver the project in accordance with the timelines agreed.



- Ensure that the project staff have performance plans in place and are given regular feedback about their performance and the performance of the project.
- Ensure that staff have development plans that are implemented
- Monitor contractor, consultant and supplier performance

Health and Safety

- Responsible for complying with all rail safety system standards, procedures and statutory requirements within your area of responsibility
- Responsible for your own safety and that of other rail employees, contractors and visitors within your work environment
- Responsible for the identification, reporting and initial control of any safety or environmental hazard identified within your area to your immediate manager
- Adhere to KiwiRail’s health and safety requirements and take responsible for maintaining a proactive approach regarding both personal wellbeing as well as that of fellow employees, associated client personnel, sub-contractors and members of the public.
- Report all accidents and incidents to your immediate supervisor within one hour.

Person Profile

Essential:	Desirable:
<ul style="list-style-type: none"> • Proven minimum 15+ years’ experience in a complex projects environment at a senior leadership level. • Experience in commercial and contract development. • Experience in the development of smart procurement and delivery models. • Demonstrable emotional intelligence • Experience in the delivery of Project civil and structural works in a heavy construction environment. • Experience in working in complex regulated operating environments • Experience in delivering projects where working across multi-disciplinary teams is required. • Experience in relationship management specifically dealing with customers and community liaison. • Competent in the use of the standard Microsoft office suite (Excel, Word, PowerPoint, Project) • Knowledge of the rail transport sector, relevant legislation and transport and rail safety issues. 	<ul style="list-style-type: none"> • Practical experience in a field relevant to rail, transportation and logistics. • Experience in a “brown” field contracting environment or industry with exacting delivery hand back to operation. • Experience in programme, project and contract / contractor management including planning, funding, implementation, monitoring and evaluation and assessment. •

Education:

Essential:	Desirable:
<ul style="list-style-type: none"> • Degree in Engineering, Construction or other related tertiary qualification 	<ul style="list-style-type: none"> • Project Management qualifications eg PRINCE2, PMP



- Current driver's license

