



Procurement Specialist

Position Description

Team:	Group Procurement	Location:	Auckland
Reports to:	Procurement Manager, Capital		
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 undertaking a significant transformation to modernise and expand rail and ferry services across Aotearoa. The Procurement Specialist plays a key role in supporting the effective delivery of procurement services for major capital and infrastructure projects across the organisation.

This role supports the development and implementation of procurement strategies, plans, and documentation, oversees procurement processes, and provides commercial support across professional services and construction contracts. The Procurement Specialist ensures procurement activities align with KiwiRail's strategic investment programme, enabling the delivery of smart assets and connected networks that support customer outcomes and owner objectives.

As a safety leader, the Procurement Specialist actively champions health, safety, and wellbeing across all procurement and supplier engagement activities.

Key Accountabilities

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

- Support the development and implementation of procurement strategies, plans, and documentation for capital and infrastructure projects.
- Oversee and administer procurement processes, ensuring the timely, robust, and compliant delivery of procurement, administrative, and commercial support.
- Support the commercial management of professional services and construction contracts, including negotiations, variations, and contract administration.
- Provide procurement advice and guidance to project managers, team leaders, and business units.
- Ensure effective document control, quality assurance, and record-keeping across all procurement activities.
- Champion procurement best practice and ensure compliance with the KiwiRail Procurement Policy and NZ Government Procurement Rules

Key challenges

- Balancing the need for timely procurement delivery with the complexity of capital projects and governance requirements
- Managing engagement with multiple stakeholders who may have competing priorities, while maintaining alignment across business units, contractors, and external advisors
- Supporting complex commercial negotiations and risk management, ensuring KiwiRail's commercial, financial, and reputational interests are protected.

Key Relationships		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Here are the key relationships relevant to this role					
Internal	Procurement Manager		✓	✓	✓
	Group Procurement team members			✓	✓
	Corporate teams		✓	✓	✓
	Project managers and business leaders		✓	✓	✓
External	Contractors			✓	✓
	External stakeholders			✓	✓
	Suppliers			✓	✓
	Professional service providers			✓	✓

What you will do to contribute

Health Safety and Wellbeing

- Ensure procurement activities and supplier engagements comply with KiwiRail health, safety, and wellbeing requirements.
 - Identify and assess health and safety risks associated with suppliers and contracts, and ensure appropriate mitigations are embedded in procurement documentation.
 - Promote a strong safety and wellbeing culture through supplier expectations, contract conditions, and performance management.
 - Respond appropriately to health and safety incidents or near-misses involving suppliers, escalating, and supporting investigations where required.
 - Support the wellbeing of team members through safe, inclusive, and supportive working practices
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Customer Focus

- Deliver a professional, responsive, and value-driven service to internal customers and stakeholders.
 - Support a customer-focused procurement culture that enables business outcomes.
 - Develop a strong understanding of KiwiRail's operational and strategic needs to provide fit-for-purpose procurement solutions.
 - Respond promptly to stakeholder requirements while maintaining probity, fairness, and value for money.
 - Develop and implement sourcing strategies that meet customer needs and organisational objectives.
 - Resolve complex commercial and contractual issues in collaboration with stakeholders.
 - Collaborate closely with colleagues to continuously improve procurement outcomes
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High Performing Teams Skills

- Set clear expectations for procurement performance aligned with KiwiRail's goals and procurement policies.
 - Contribute to a collaborative, inclusive, and high-performing team environment.
 - Provide timely, constructive feedback and share knowledge and best practice.
 - Actively seek diverse perspectives to inform commercial decision-making and risk management
 - Identify opportunities to coach and support colleagues, particularly in procurement processes and commercial thinking
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Commercial Acumen

- Plan and manage procurement activities to optimise cost, quality, risk, and delivery outcomes.
 - Apply sound financial and commercial judgement when developing sourcing strategies and recommendations.
 - Understand and comply with KiwiRail procurement policies, governance frameworks, and relevant contract forms.
 - Manage supplier relationships to ensure contractual compliance, performance, and continuous improvement.
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- Understand how procurement decisions impact KiwiRail's financial position and long-term value
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Procurement

- Provide high-quality and timely procurement, commercial, and administrative support across capital project procurements.
- Support the planning and delivery of procurement processes, including market engagement, tender documentation, evaluation, negotiation, and contract award.
- Provide guidance to project managers and business stakeholders on procurement processes, probity, and commercial requirements.
- Ensure procurement activities are undertaken in accordance with KiwiRail Procurement Policy, NZ Government Procurement Rules, and internal governance requirements.
- Promote procurement best practice and contribute to continuous improvement of procurement systems, templates, and processes.
- Engage with key stakeholders to ensure procurement requirements, risks, and project objectives are clearly identified before approaching the market.

Contract Management

- Assist with the preparation, review, and administration of tender and contract documents to ensure they are accurate, consistent, and appropriate for the scope and risk profile.
- Support commercial negotiations, contract variations, and other contract administration activities as required.
- Contribute to the effective management of contractual and commercial risks through proactive supplier performance management and monitoring.

Operational Delivery

Document Control

- Maintain accurate and complete procurement records, including tender documents, contracts, correspondence, approvals, and evaluation records.
- Ensure effective document control, e-filing, confidentiality, and record management in line with KiwiRail requirements.
- Prepare correspondence, reports, and other procurement documentation as required.

Reporting

- Prepare procurement and commercial reports, dashboards, and governance papers as required.
- Support project and programme reporting through accurate record management and compliance monitoring.

Risk

- Support the identification, assessment, and management of procurement and commercial risks.
- Assist in ensuring risk is allocated fairly and appropriately between KiwiRail and counterparties, based on which party is best able to manage that risk.

Financial and Commercial Management

- Maintain procurement reporting tools and dashboards.
 - Assist with invoice queries, commercial reconciliations, and other procurement-related financial administration.
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- Support analysis of commercial information to inform procurement recommendations and decision-making.

Relationship Management

- Build and maintain effective working relationships with internal stakeholders, suppliers, and service providers.
- Manage competing priorities and stakeholder expectations in a professional and responsive manner.
- Contribute to a collaborative, customer-focused, and continuous improvement culture.
- Share procurement knowledge and support capability uplift across the business.

Human Resources Delegations	Nil
Direct reports	Nil
Finance Delegations	Nil
Budget (operating and capital)	Nil
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 will review and update it with you if your responsibilities change.



About you

Knowledge and experience

These are day one things that people need to do their job.

- You have 5+ years' significant knowledge and experience in procurement and commercial aspects within capital projects, either on the contractor or client side.
- Strong working knowledge of the New Zealand Government Procurement Rules and their application in a project environment.
- Demonstrated experience in applying professional services and construction contracts, including Supply Agreements, Service and Maintenance Agreements, with working knowledge of NZS 391x and ACENZ contract forms.
- Sound understanding of commercial and contract law, with the ability to provide practical, risk-based procurement and commercial advice.
- High proficiency in Microsoft Office (including Excel, Word, and PowerPoint), SharePoint, and Microsoft Teams.
- Strong written communication skills, with high attention to detail and the ability to produce clear, accurate, and professional documentation.
- Proven ability to engage with senior stakeholders, influence decision-making, and provide constructive challenge where required.

Ways of working / Work-related qualities

These are how people work.

- You manage time and stakeholder expectations effectively, balancing competing priorities.
- You champion a customer-centric and innovative culture.
- You develop and enhance relationships with internal and external stakeholders.
- You provide opportunities for others to learn and share procurement knowledge.

Other Requirements

- You comply with all KiwiRail Health and Safety requirements.
- You can pass regular drug and alcohol screenings.

Qualifications

- Relevant tertiary qualification in Business Management, Commerce, Project Management, or a related discipline, or equivalent industry experience.
- Working knowledge of SAP or similar ERP systems is desirable.
- Experience in construction or infrastructure procurement environments is advantageous.