

KiwiRail | Position Description

Contracts Manager Capital Projects and Asset Development

Purpose

The Wellington Metro Upgrade Programme (WMUP) is a coordinated programme of investment packages to upgrade the Wellington Metropolitan Rail Network. The works are being funded by Waka Kotahi NZ Transport Agency (NZTA), Ministry of Transport (MOT) and Greater Wellington Regional Council (GWRC).

Each year, over 14 million passenger journeys are taken on the Wellington Metropolitan Rail Network. This figure is expected to climb as Wellington's population increases. Peak passenger journeys are on the rise, averaging an annual 5.5% increase over the past five years.

KiwiRail and the Greater Wellington Regional Council (through its customer-facing brand Metlink) are working together on the strategically important WMUP.

WMUP's mission statement is "*Modernise the Wellington rail infrastructure into a safer, more reliable, sustainable, and growth-enabled network for the benefit of our communities, stakeholders, and KiwiRail*".

More specifically, WMUP has two key objectives – renewing network infrastructure for existing services to run as smoothly and safely as possible and upgrading the network so that more people can travel on trains in the future.

Your role:

Dimensions

Reports to:	Commercial & Supplier Optimisation Manager
Responsible for:	No direct reports
Location:	Wellington
Budget:	TBC
Internal Contacts:	Other team members in the WMUP Chief Operating Officers Team Chief Financial Officers Team



External Contacts: Key transport stakeholders and interest groups, contractors and consultants, local authorities, public interest groups, Iwi, Government Officials etc.

Key Accountabilities

Contract Formation support
<ul style="list-style-type: none"> • Supporting and coordinating with the Procurement Manager, providing Commercial input for tenders, from the initial preparation, negotiation, evaluation and all the way through contract award, ensuring “value for money” outcomes and risk management. • Supporting preparation of tender and contract documentation, • Evaluate tenders from contractors under a single stage tender process, where appropriate conduct negotiations. • Manage the review of subcontract tender prices under a two-stage tender process, where appropriate conduct negotiations. • Review cost plans based on the IFC, engineering estimates, external QS estimates, materials and labour requirements. • Providing pricing structure for contracts, reviewing the Schedule of Quantities provided by the Project QS in the Delivery team. • Working in collaboration with the Procurement Manager and project management team to establish contracts. • Undertake project procurement in line with KiwiRail policies and procedures. • Ensure that any contracts entered into have terms and conditions that are appropriate for KiwiRail, with commercial risks identified clearly and allocated fairly. • Ensure that the supply chain is engaged appropriately with the correct contract terms and conditions. • Tracking auto renewals and expiration dates for timely advice to the project management team. • Review and compilation of supply chain contract documentation. • Update Commercial Risks and manage within Active Risk Manager (CPAD Risk Management software). • Prepare Tier 1 Project Commercial Management Plans (CMP) in line with Tier 0 CMP.
Contract Administration
<ul style="list-style-type: none"> • Supporting and coordinating with the wider team, providing Contract management input during project delivery phase, including risk management, and Contract variation management and change control. • Support the Project QSs as needed in processing claims from suppliers. • Ensure robust, accurate and timely reporting of issues affecting cost and value. • Support the Project QSs as needed in executing progress payments for suppliers. • Support the Project QSs as needed in the agreement of interim payments and final account. • Evaluation of financial aspects of supplier performance.



- Initiate change control management through the review of the monthly reports from Project Managers on cost activity against budgets and resolve any arising cost/contractual issues with the managers.
- Monitor and keep track of project progress and the measurement and valuation of variations in the work during the contract.
- Assist Project Qs in cost management including forecasting, and cost to complete.
- Support the project teams with the commercial performance and strategy.??
- Work with the project teams to manage the finances for the project
- Providing advice to the project delivery team on commercial and contractual matters including reviewing and drafting of correspondence, and administration of post-contract variations
- Working with the project team to keep the project within budget.
- Support the Engineer to Contract in resolving disputes between contracting parties.
- Communicate regularly with project team to ensure commercial controls are in place, understood and followed at all times.
- Carry out role in accordance with the KiwiRail CPAD manual

Customer and Supplier Leadership

- Ensure KiwiRail’s customers are at front-of-mind (even when some technical issues may be several steps removed from the customer). Use position to help communicate this widely.
- Help foster a positive profile for the WMUP team, and the initiatives developed.
- Supplier relationship, contract management and supplier performance review from procurement to projects delivery and completion.

Zero Harm

- 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 of becoming aware of the occurrence.

Person Profile

Essential

- 5 + years’ experience of the civil construction / engineering industry.
- Experience and skills of managing projects single or/and multiple profile up to NZ\$100 M.
- High level commercial experience in complex environments.
- Familiarity with current NZ Construction Law.



<ul style="list-style-type: none"> • Familiarity with current NZ Design and Construction Contracts • Extensive experience in procurement of suppliers / services, contract formation and administration • Excellent communication skills at all levels both internally and with external stakeholders. • Ability to demonstrate a good knowledge of monthly reporting • Excellent team player whilst also holding the ability to work independently on own initiative. • Excellent time management skills, with ability to work to tight deadlines. • Experience in cost planning, bills of quantity preparation, measuring cost plans and contract administration on commercial construction projects.
<p>Desirable</p> <ul style="list-style-type: none"> • Experience in the Rail Sector. • Procurement of complex and/or large projects over NZ\$100M+.

Education

Essential	Desirable
<ul style="list-style-type: none"> • Degree, or equivalent in relevant subject i.e. Quantity Surveying, Construction Law, or Contract Law 	<ul style="list-style-type: none"> • Commercial, economics and/or financial qualifications. • Membership of NZIQS or equivalent

