

# KiwiRail | Position Description

## Project Engineer, Civil Capital Projects and Asset Development

### **About us:**

The multifaceted Interisland Resilient Connection (iReX) Programme to replace Interislander's existing ships, upgrade the terminals in Picton and Wellington and transform the current business practices, operations and systems.

### **Your role:**

The Civil Project Engineer will provide the technical expertise needed to successfully plan, initiate and deliver infrastructure projects and work packages assigned to them.

Responsibilities include delivery planning and procuring for detailed design and delivery work packages, contract formation and management, quality management, solving design and delivery/site issues, monitoring and reporting performance against project outcomes and measures, executing works safely and taking personal responsibility for their assigned work.

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:** Project Manager  
**Responsible for:** N/A

**Location:** Wellington

**Budget:** N/A

**Internal Contacts:** iReX Programme team  
Interislander team  
Operations and Commercial team  
Capital Projects and Asset Development team  
Other internal functions (such as procurement, finance, property, communications, IT, etc.)

**External Contacts:** CentrePort, Port Marlborough and their consultants and contractors  
Other transport network providers (NZTA, WCC, GWRC, Marlborough Roads, etc.)  
KiwiRail engaged consultants and contractors

## **Key Accountabilities**

### **Programme Delivery**

- Provide technical leadership across detailed design, build, completion and handover stages of assigned projects or work packages – delivering on or exceeding the individual project targets and contributing to programme outcomes. Actively work with specialists and experts as required.
- Contribute to the development of accurate and achievable project schedules and detailed budgets for the work assigned - complete in line with programme standards and scheduling requirements.
- Contribute to the procurement, contract negotiations and initiation of contracted work required to successfully deliver to project objectives.
- Work with internal stakeholders, engineering services, and consultants to develop fit-for-purpose design solutions that meet operational requirements, technical standards and regulatory requirements.
- Identify and secure all permits, approvals, access, materials and inspections required to deliver and complete all project work assigned and in line with legislated frameworks, standards and rules.
- Actively manage the quality of all work undertaken – across the delivery lifecycle, and by KiwiRail and external parties - all deliverables to meet or exceed quality standards.
- Assist delivery management in all aspects of financial forecasting and management. This includes providing input into cost plans and forecasting, and assisting with purchase orders, accruals, analysing spend and resolving budget variances as required.
- Contribute to the performance reporting required for all work undertaken.
- Actively identify and address project risks and issues, escalating and reporting in line with programme control disciplines.
- Provide input into a communications strategy for projects assigned and positively assisting with its implementation.



- Keep an accurate, up to date and accessible record of all work assigned in line with document and information management policies and procedures.

### Relationship Management

- Identify and build enduring and positive senior relationships within Kiwirail, external stakeholders, funders and major contracting/supplier organisations
- Proactively communicates to all parties benefiting or impacted by delivery activities to enhance and support delivery success.

### Capability Building

- Take personal responsibility for own development and delivering high quality deliverables.
- Proactively guide and support on site personnel to enable a safe and successful delivery.
- Actively contribute to programme/project improvement initiatives through continually looking for opportunities to improve the success of the programme and actively championing change.

### 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.

## Person Profile

### Essential:

- 5-10 years experience working on large complex infrastructure projects
- Relevant construction experience in demolition, utilities (three waters, Power, Comms), earthworks, pavements and general civil works on large scale projects
- Experience and ability to undertake constructability reviews of the design work
- Experience in supervision, management and reporting of construction activities
- Ability to develop detailed project plans and schedule of works for procurement and implementation
- Ability to see the “big picture” and continue working steadily towards this, despite short term distractions, and without losing attention to detail and accuracy.
- Ability to work effectively and without detailed supervision in an ambiguous and changing environment
- Ability to fit into a programme culture that is based on a constructive team effort towards solutions and achievement of the overall outcomes.
- Previous experience in safely delivering infrastructure projects while maintaining



<p>operations.</p> <ul style="list-style-type: none"> <li>• Excellent interpersonal, communication, leadership and team work skills.</li> <li>• Ability to bring customers and stakeholders along the 'journey' while ensuring there is clarity around their mandates.</li> <li>• Experience with project delivery planning, forecasting, scheduling, budgeting, risk management and reporting practices to ensure overall commercial outcomes are achieved</li> <li>• Experience in digital engineering methods and tools</li> <li>• Competent in using tools and software to support project management, financial management, reporting and Microsoft office suite tools.</li> </ul>
<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Practical experience in the field relevant to rail, ports, transportation or logistics</li> <li>• Experience in programme, project and contract/ contractor management including planning, funding, implementation, monitoring and evaluation and assessment.</li> <li>• Knowledge of the general civil, rail and transport sectors, relevant legislation and and transport safety issues</li> </ul>

**Education:**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Degree in Engineering or other related tertiary qualification</li> <li>• Current drivers license</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management Qualification</li> <li>• Other relevant Post-Graduate Qualification</li> </ul>

