

## **Project Manager – Buildings iReX Terminals Programme**

### **Purpose:**

This role is a key delivery management position within 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. The primary purpose of the role involves assisting the Picton Terminal Programme Manager and terminal delivery teams with effective leadership, procurement and management of suppliers for the delivery of the Picton Terminal redevelopment.

The Project Manager – Buildings will be the primary delivery contact for the Building works scope of the Picton terminal redevelopment. This role will have primary responsibility for facilitating constructability input into design, develop detailed programme, support procurement activities and manage construction of the terminals around ongoing operations while ensuring delivery integration and interfacing of the works delivered by other contracted parties.

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:**

<b>Reports to:</b>	Picton Terminal Programme Manager
<b>Responsible for:</b>	Project Engineers, consultants and contractors as per project requirements
<b>Location:</b>	Picton (Primary) and Wellington (Secondary)
<b>Budget:</b>	Allocated per iReX Programme delegations
<b>Internal Contacts:</b>	iReX Programme team Interislander team New Interislander team Rail Operations and Commercial team Capital Projects and Asset Development team Other internal functions (such as procurement, finance, property, communications, IT, etc.)
<b>External Contacts:</b>	Port Marlborough and their consultants and contractors Other transport network providers (NZTA, MDC, GWRC, Marlborough Roads, etc.) KiwiRail engaged consultants and contractors

## **Key Accountabilities**

<b>Project Management</b>
<ul style="list-style-type: none"><li>• Assist in the development, updating and monitoring of the terminals master programme (which feeds into the iReX master programme) to ensure that it is up to date and synchronised with other elements of the programme to meet target milestones. Ensuring that critical path/s are understood and that appropriate levels of management focus are being applied to manage programme risks.</li><li>• Assist in development of the terminals designs that deliver the required levels of: safety; resilience; operational throughputs; best whole-of-life outcomes; minimises transition impacts, meets required design codes/standards, etc.</li><li>• Assist in the execution of procurement activities such as preparing tender and contract documentation, negotiation and onboarding suppliers.</li><li>• Develop project execution and management plans to ensure time, cost, quality, safety, environmental compliance is managed in line with programme objectives and KiwiRail processes.</li><li>• Lead the development of robust and integrated construction sequencing plans and methodologies that deliver best for project outcomes.</li><li>• Manage interfaces and ensure appropriate coordination within the project team, KiwiRail business units, delivery contractors, the ports and other external stakeholders.</li><li>• Assist in the updating and monitoring of the terminals risk register (which feeds into the iReX Programme risk register) and ensuring that appropriate levels of management and risk minimisation focus is being applied to manage terminal risks.</li><li>• Managing, monitoring and reporting on terminals budgets within agreed envelopes including monthly reporting, forecasting and accruals.</li><li>• Managing the delivery quality and compliance in line with the design specifications, KiwiRail policies, standards and regulatory requirements.</li><li>• Overseeing transition planning to ensure the works are optimally designed and that the transitions are will planned and communicated to minimise disruption from the transition for KiwiRail, Interislander, customers, ports and stakeholders.</li></ul>
<b>Relationship Management</b>
<ul style="list-style-type: none"><li>• Maintain excellent working relationships with other KiwiRail staff, Port, Community, MDC and other key stakeholders while keeping them fully informed on when and how the project progress might impact on their business</li><li>• Liaise with internal and external stakeholders to keep them informed on when and how the project is likely to impact on their business.</li><li>• Participate in meetings and assist staff when necessary.</li><li>• 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.</li></ul>
<b>Supplier Management</b>
<ul style="list-style-type: none"><li>• Demonstrate best practice procurement approaches have been used as the basis for extracting best value for money from suppliers.</li><li>• Oversee a system of adequate checks and controls on consultant and contractor performance to achieve optimal results.</li><li>• Carry out performance reviews of suppliers to ensure optimal performance is extracted and unsatisfactory performance corrected.</li><li>• Ensure all deliverables meet or exceed quality standards.</li></ul>

<b>Leadership</b>
<ul style="list-style-type: none"> <li>• Ensure that the project team is resourced and has the capability to deliver the project in accordance with the timelines agreed.</li> <li>• Ensure that the project staff have performance plans in place and are given regular feedback about their performance and the performance of the project.</li> <li>• Ensure that staff have development plans that are implemented.</li> </ul>
<b>Zero Harm</b>
<ul style="list-style-type: none"> <li>• Responsible for complying with all port and rail safety system standards, procedures and statutory requirements within your area of responsibility.</li> <li>• Responsible for your own safety and that of other rail employees, contractors and visitors within your work environment.</li> <li>• Responsible for reviewing, approving and periodically auditing consultant and contractor's health and safety plans.</li> <li>• Responsible for the identification, reporting and initial control of any safety or environmental hazard identified within your area to your immediate manager.</li> <li>• 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.</li> <li>• Report all accidents and incidents to your immediate supervisor within one hour.</li> </ul>

## **Person Profile**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• 10+ years industry experience in complex civic and commercial building construction projects</li> <li>• Willing to travel and work in Picton on a very regular basis if based out of Wellington</li> <li>• Ability to see the "big picture" and continue working steadily towards this, despite short term distractions, and without losing attention to detail and accuracy</li> <li>• Ability to work effectively and without detailed supervision in an ambiguous and changing environment</li> <li>• Previous experience in safely delivering complex projects while maintaining operations</li> <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> </ul>	<ul style="list-style-type: none"> <li>• Based in Picton or Blenheim area</li> <li>• Experience in programme, project and contract/contractor management including planning, funding, implementation, monitoring and evaluation and assessment</li> <li>• Knowledge of building structures in rail, ferry or airport industry</li> <li>• Experience in a "brown" field contracting environment or industry with exacting delivery hand back to operation</li> </ul>

<ul style="list-style-type: none"> <li>• Experience with project planning, programming, budgeting, risk management and reporting practices to ensure overall commercial outcomes are achieved</li> <li>• Competent in the use of the standard Microsoft office suite (Excel, Word, PowerPoint, Project)</li> </ul>	
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**Education:**

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