

## **Property Project Coordinator – Level Crossings**

### **Purpose:**

The role of the Project Coordinator is to effectively manage the level crossing Documentation project, ensuring that all level crossing agreements are efficiently negotiated and accurately documented in line with KiwiRail's procedures. This role is responsible for the management of crossing communications to improve external relationships and is required to ensure statutory crossings are nationally recorded. This role is also involved in drafting legal documentation, issuing crossing grants and documenting all decisions made in relation to appraisals of all new crossing applications.

The Project Coordinator will ensure timely reporting of the key information so that the progress of the project can be easily understood by the wider business.

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>	Project Manager, Special Projects - Crossings
<b>Responsible for:</b>	Nil
<b>Location:</b>	Wellington
<b>Budget:</b>	Nil
<b>Internal Contacts:</b>	Property, Growth & Strategy Team GIS Team Project Managers Engineers Corporate and Finance Management Team (including Finance, Legal, Facilities Management, Procurement, IT and Communications) KiwiRail Regional and Area Managers KiwiRail Project Managers Key Property Client Manager
<b>External Contacts:</b>	Consultants / Agents Professional Advisors Legal Advisors Other Statutory Crown authorities, including LINZ and NZTA, Auckland Transport, Councils and Regional Councils Iwi Landowners / Developers

## **Key Accountabilities**

<b>Project Coordination</b>
<ul style="list-style-type: none"><li>▪ Support Project Management team with effective and timely running of the project by tracking, monitoring, and communicating project progress against the project plan requirements, quality measures, standards processes, and milestones.</li><li>▪ Support and coordinate the preparation of project reports, presentations, agendas and minutes for governance and management purposes.</li><li>▪ Ensures continued 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).</li><li>▪ Effectively manage data and resources to ensure ongoing delivery of project.</li></ul>
<b>Project Administration</b>
<ul style="list-style-type: none"><li>▪ Ensure that all crossing applications are efficiently negotiated and accurately documented.</li><li>▪ Set up and implement new crossing applications.</li><li>▪ Ensure statutory crossings are nationally recorded – the status is communicated to landowners and appropriate documentation put in place.</li><li>▪ Communicate and manage crossing communications to improve external relationships and understanding around the risk associated with crossings.</li><li>▪ Draft legal documentation and issue crossing grants, including any specific special conditions, negotiate and finalise documentation.</li><li>▪ Communicate grant conditions to operational staff and ensure inspections occur and grant holders maintain crossings in line with legal obligations.</li><li>▪ Assist with the development of clear, efficient processes for effective and ongoing management of level crossing documentation.</li></ul>
<b>Financial Performance</b>
<ul style="list-style-type: none"><li>▪ Assist with the development and implementation of processes for improving the current charging regime (consolidation of charges / recovery of all internal costs and on charging of inspection, maintenance and capital works where possible).</li><li>▪ Perform all other reasonable accountabilities as requested by the Manager, Property Strategy and Development.</li></ul>
<b>Relationships</b>
<ul style="list-style-type: none"><li>▪ Develop and maintain effective working relationships with landowners, external stakeholders and contractors.</li><li>▪ Develop and maintain effective working relationships with KiwiRail staff, AT / KRG Network Development Planning.</li></ul>
<b>Database Management</b>
<ul style="list-style-type: none"><li>▪ Maintain the central data management system for crossings and ensure that the central database is kept up to date and accurately reflects any changes or events and used by the wider business as the central data repository.</li><li>▪ Assist with building data links between the existing systems used across the business, to create and ensure an ongoing accuracy of level crossing data.</li></ul>

- Effectively manage and maintain the level crossing spreadsheet the project is housed within, to ensure all crossings are recorded accurately and progress correctly through the appropriate process.

## **Person Profile**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>▪ 2 year minimum recent proven experience in project coordination and / or project administration or contracts management.</li> <li>▪ Sound judgement, integrity and discretion, particularly around strategic risk management.</li> <li>▪ Excellent negotiation and relationships management skills</li> <li>▪ Understanding of land ownership, easements and tenure systems</li> <li>▪ Experience working with Legal documentation (grants / Licences / contracts / leases)</li> <li>▪ High level administration and coordination experience</li> <li>▪ Able to use the range of Microsoft applications including MS Word, MS Excel, MS Project, MS PowerPoint to a intermediate level and ideally Google Drive / Google Sheets.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Previous project management experience</li> <li>▪ Experience managing and working with third party providers</li> <li>▪ Able to manage multiple projects at the same time and apply effective prioritisations skills</li> <li>▪ Working knowledge of statutory requirements in relations to Public Works Act 1981, NZ Railways Corporate Act 2005, New Zealand Railway Corporation Restructuring Act 1990 and any other relevant legislation application relating to State Owner Enterprise land disposals.</li> </ul>

## **Education:**

<b>Essential:</b>	<b>Desirable:</b>
Property, Project or Finance qualification or comparable property management or project experience.	Legal or contracts qualification