

KiwiRail | Position Description

Senior Project Engineer Capital Projects and Asset Development

About us:

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:

The Senior Project Engineer provides the technical expertise needed to successfully plan, initiate and deliver complex infrastructure projects and work packages assigned to them.

Responsibilities include planning, scoping and procuring design and delivery work packages, contract formation and management, quality management, performance management, solving design and delivery/site issues, monitoring and reporting progress against project outcomes and measures, executing works safely, bringing them into service 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: WMUP Programme Delivery Manager or WMUP Senior Project Manager

Responsible for: No staff

Location: Wellington

Budget: N/A

Internal Contacts: Network Services Wellington Metro
Engineering Services
CPAD
KiwiRail Freight and Network Authorities
Other as required to deliver works

External Contacts: Consultants
Designer(s)
Contractor(s)
Suppliers
Greater Wellington Regional Council
Transdev

Key Accountabilities

Programme Planning & Initiation

- Assist in the conversion of business cases and initial plans into achievable projects that will deliver KiwiRail's future rail and investment strategies and that are fully scoped, approved and resourced with the right technical capabilities, in readiness for successful execution by the Programme Delivery team.
- Provide information for input into and feedback on optioneering and assist in gaining internal design and other approvals.
- Assist with project set up, documentation and readiness for the design and delivery phases.
- Assist with the procurement and selection of designer(s) for the next phase of project development.
- Contribute to high level planning and costings for future WMUP work – providing input into what is required to deliver successfully.
- Contribute to programme prioritisation and programme level scheduling and budgeting as required.

Programme Delivery

- Be prepared to move with the project into Delivery Team and deliver it.
- Provide technical leadership across detailed design, build, completion and handover stages of assigned complex projects – 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 plans, 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, people and inspections required to deliver and complete all project work assigned and in line with legislated frameworks, standards and rules.
- Manage the quality of all work undertaken – across the engineering disciplines and the delivery lifecycle, and by Kiwirail and external parties - all deliverables to meet or exceed quality and safety standards.
- Assist delivery management in accurately forecasting, planning and monitoring all aspects of delivery performance – to deliver or exceed project objectives.
- Support delivery management in all aspects of financial forecasting and management. This includes providing input into cost plans and forecasting and actively assisting with purchase orders, accruals, analysing spend and resolving budget variances as required.
- Contribute to the performance reporting required for all work undertaken.
- Identify and address project risks and issues, escalating and reporting in line with programme control disciplines.
- 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
- Take the initiative to communicate to all parties benefiting or impacted by delivery activities to ensure delivery success.

Capability Building

- Work collaboratively with the planning and delivery functions to plan, optimise and support programme and project delivery
- Take personal responsibility for own development and delivering high quality deliverables.
- Guide and support Project Engineers and Site Engineers to enable successful delivery and to assist in building their project and technical engineering capabilities and knowledge.
- Contribute to programme/project improvement initiatives through continually looking for opportunities to improve the success of the programme and 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 responsibility 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:

- 10 + years' experience working on large complex infrastructure projects.
- Relevant engineering experience in rail, port or general construction industry where multiple engineering disciplines are applied
- 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 complex projects while maintaining operations.
- Ability to take initiative, problem solve and make decisions
- Excellent interpersonal, communication, leadership and teamwork skills.
- Ability to bring customers and stakeholders along the 'journey' while ensuring there is clarity around their mandates.
- Experience with project planning, forecasting, scheduling, budgeting, risk management and reporting practices to ensure overall commercial outcomes are achieved
- Experience in design or design management
- Experience in digital engineering methods and tools
- Advanced knowledge and experience in using tools and software to support project management, financial management, reporting and Microsoft office suite tools.

Desirable:

- Practical experience in the field relevant to rail, ports, transportation or logistics
- Experience in programme, project and contract/ contractor management including planning, funding, implementation, monitoring and evaluation and assessment.
- Knowledge of the rail and/or shipping transport sectors, relevant legislation and rail, port and transport safety issues



Education:

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

