



Design Review Manager

Position Description – Ferry Replacement Programme, Wellington

Team:	Ferry Replacement Programme	Location:	Wellington
Reports to:	Interislander Marine Technical Manager - KiwiRail Ships Workstream Lead		
Role Type:	Fixed Term		

About Us

KiwiRail's Role in Aotearoa, New Zealand

KiwiRail, a proud State-Owned Enterprise, delivers sustainable and inclusive growth for our customers, communities, and people.

For more than 150 years, rail in New Zealand has connected communities, delivered freight and passengers around the country, and showcased our spectacular scenery to the world. Our purpose—Hononga Whaikaha, Oranga mo Aotearoa (Stronger Connections, Better New Zealand)—speaks to connection with our customers and the future needs of their businesses, connection with the communities we serve and operate in, and connection with each other. KiwiRail is carrying this legacy into the future, delivering connected rail and shipping transport services that create economic, social, and environmental value for New Zealand and New Zealanders.

Our Workplace

At KiwiRail, our values define the behaviour we expect from everyone. We have a team of over 4500 people, and every connection we make with each other, our union partners, our customers and all our stakeholders must be of the highest standard.



Safety, health, and well-being are our number one priority, ensuring our people return home safe and healthy every day.

About the Role

Purpose of the role

KiwiRail is in a phase of significant transformation to modernise and grow our rail and Interislander ferry services in Aotearoa. This includes the replacement of the current Interislander ferries with two new rail enabled ships. The new ferries will be approximately 200 metres long, carrying up to 1,530 passengers and 652 cars significantly increasing capacity compared to the current fleet. These vessels will be designed for a minimum 30-year service life and will incorporate energy-saving features to reduce carbon emissions and comply with future environmental standards.

Ownership and construction is being led by Ferry Holdings Ltd (FHL), with KiwiRail providing technical rail input and customer experience. KiwiRail's role is focused on operational readiness, customer experience, and ensuring staff are prepared for the transition.

During the design phase of the new ferries, KiwiRail, as the Operator, will have the ability to influence the technical design, and the equipment and materials selected for the new ships. The Design Review Manager will be an integral part of the team involved with the basic and then detailed design of the ship. The basic and detailed design phase will require KiwiRail to balance moving at the pace, applying the appropriate technical expertise and protecting the Operator outcomes.

Typically, around 300-350 ship drawings and documents will be produced of varying size, complexity and significance. KiwiRail will need to review and accept approx. 60 drawings and documents of varying complexity. Each drawing or document will require detailed engagement with specialist and technical advisors, with 3-8 days turnaround following a clearly defined review process. Given the expected nature and high volume of technical design acceptance requests and the requirement to fully document all interactions between KiwiRail and the Design Authority, a KiwiRail requires a dedicated Design Review Manager for a fixed term.

Key Accountabilities

The key responsibilities would be:

- Manage the ship design review process.
- Facilitate input/direction from Technical Authorities and Design Review Advisors on proposed drawings and documents.
- Maintain a register of design issues, tracks resolution, and document acceptance decisions.
- Triage basic and detailed technical design changes and advise key stakeholders.
- Advise the KiwiRail Ship Workstream Lead on the acceptance of minor design changes.

Key challenges

- Managing the high volume of drawings, feedback and enquiries from a broad spectrum of internal stakeholders and under tight contracted timelines.
- Managing and analysing complex, technical and commercially sensitive issues.
- Facilitating the engagement and input of a wide range of stakeholders and managing expectations.
- Accurately documenting a large amount of material
- Maintaining confidentiality and exercise discretion in respect of commercially sensitive information.

Key Relationships		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Here are the key relationships relevant to this role					
Internal	KiwiRail Ferry Replacement Programme Lead		✓		
	Ships Workstream Lead	✓	✓		
	Design Review Advisors		✓	✓	✓
	Technical Authorities		✓	✓	
	KiwiRail Executive Steering Group and Executive Sponsor				✓
External	Ferry Holdings Limited			✓	✓
	Ship and interior design teams			✓	✓

What you will do to contribute

Health Safety and Wellbeing	<ul style="list-style-type: none"> • Implement safety procedures and ensure team compliance • Analyse workplace risks and develop mitigation strategies • Promote a culture of safety and wellbeing within your team • Respond effectively to safety incidents and near-misses • Support team members' physical and mental health
Customer Focus	<ul style="list-style-type: none"> • Ensure a positive customer experience • Support a customer-focused culture at KiwiRail • Work with colleagues to improve customer outcomes
Role specific domain	<ul style="list-style-type: none"> • Support the Ships Workstream Lead to manage the design drawings on complex ships activities technical and non-technical. • Manage the Design Review process as a project, including set-up, design, admin and reporting • Lead reviews and technical design, actively seeking feedback from functional leads and SME's, including Ships, Engineering, Masters and crew • Ensure designs are compliant and meet all standards and specification • Translate requirements providing feedback on drawings • Deliver best practice detailed information management of design process • Work to constrained timelines, delivering with in the timeframes • Using influence and customer relationship experience to keep technical advisers on prescriptive quality and time targets • Identify and design risks assessments are undertaken and escalated to the Workstream lead to achieve rapid resolution • Collaborate with FRP team members to deliver a successful programme
Role specific domain	<ul style="list-style-type: none"> • Apply asset management policies • Implement asset management frameworks • Appropriate project management disciplines
Desirable experience	<ul style="list-style-type: none"> • Proven experience in delivering design services management • Engineering background preferred, marine engineering experience • At least five years working in a relevant technical role

Decision Making

The position is accountable for the provision of advice to Ferry Replacement Programme team members, Design Review Advisors, and relevant stakeholders on technical design decisions.

Key decision-making requirements of the position include:

- Project management and delivery decisions
- Risk management decisions
- Scheduling decision
- Technical specification decisions

Human Resources Delegations	Nil
Direct reports	Nil
Finance Delegations Finance delegations are indicative only and must be applied for upon appointment.	Nil
Budget (operating and capital)	Nil
Statutory powers	Nil

Physical demands and the nature of work

This role is **administration-based** and requires:

- prolonged sitting and high computer usage
- limited walking, standing, twisting, bending (at the waist), crouching (bend knee)
- carrying of laptop and paperwork when alternating between home and office
- limited lifting of up to 7 kg archive boxes

Your role may include other tasks suited to your level, as your manager directs. This job description shows your current duties. We'll review and update it with you if your responsibilities change.

About you

Knowledge and experience

- Proven experience in design review management with a ship build project or programme
- Proven experience in medium to large scale change projects.
- You will have 5+ Years of experience in the marine sector
- Experience within the rail, transport and/or logistics industries
- Customer relationship experience

Ways of working / Work-related qualities

- Strong communication skills
- Demonstrated ability of building relationships with employees, leaders and stakeholders to enable the delivery of effective outcomes
- You're flexible and practical
- Applies sound risk-based judgement

Other Requirements

- Experience with using the Microsoft Office suite of products including MS Project
- You can pass regular drug and alcohol screenings
- You have a current and valid NZ Driver's Licence

Qualifications

You need either:

- Relevant engineering or maritime tertiary qualification
- You have a post tertiary education experience

**CREATING
STRONGER
CONNECTIONS**


KiwiRail