



Manager – Property Acquisitions and Sales

Position Description

Team:	Crown Land Use	Location:	Wellington/Auckland
Reports to:	Group Manager Planning and Land Use		
Role Type:	Permanent		

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.

The Manager – Property Acquisitions and Sales leads the strategic and operational management of KiwiRail's property acquisition and disposal activities. The role ensures KiwiRail's land portfolio is optimised to support network growth, project delivery and long-term commercial outcomes.

You will provide subject matter expertise on Public Works Act (PWA) processes, Crown land management, and rights of first refusal. You will guide decision-making on buy/hold/sell strategies, lead a team of property specialists, and work in partnership with internal stakeholders, Crown agencies, iwi and external partners to achieve efficient, transparent and well-governed property transactions.

Key Accountabilities

Within the area of responsibility, this role is required to:

- Lead and manage the Property Acquisitions and Sales Team to deliver efficient acquisition, disposal and related property transactions across KiwiRail's portfolio.
- Develop and implement acquisition and disposal strategies aligned with KiwiRail's long-term network, commercial and operational objectives.
- Provide expert advice on PWA matters, Crown land issues, Treaty settlement obligations and rights of first refusal.
- Build and maintain strong internal and external relationships, including Crown agencies, iwi, local authorities and professional service providers.
- Oversee accurate reporting, policy development, and compliance with statutory, financial, and internal governance requirements.
- Support financial planning, forecasting and budgeting for property-related activities and project land transactions.

Key challenges

- Managing complex and often time-critical property transactions while balancing competing operational and project demands.
- Navigating multi-stakeholder environments, including Crown agencies, local authorities, iwi and the public, with differing priorities and requirements.
- Ensuring legislative compliance and best-practice process management in a dynamic and high-visibility environment.

Key Relationships		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Here are the key relationships relevant to this role					
Internal	Property Team	✓		✓	
	Project Managers		✓		
	Legal Counsel			✓	
	Resource Management Team			✓	
	Corporate Finance			✓	✓

	GIS Team			✓	✓
	Regional/Area/Site Managers		✓		✓
	Other internal business units (including Freight, Interislander, Passenger, Infrastructure, Facilities and SHW)			✓	✓
	Health, Safety and Environment Managers			✓	✓
External	Consultants, agents and contractors	✓			
	Surveyors, valuers, planners and legal advisors	✓			
	Landowners and developers	✓			
	Te Tari Whakatau and Te Puni Kōkiri	✓		✓	
	NZTA, LINZ and Crown agencies	✓		✓	
	Local and regional authorities	✓		✓	
	Iwi partners	✓		✓	

What you will do to contribute

Health Safety and Wellbeing

- 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

- Provide a positive customer experience
- Support a customer-focused culture at KiwiRail
- Know our services well and explain them to customers
- Respond quickly to customer needs
- Develop solutions to meet customer requirements
- Solve complex customer issues
- Work with colleagues to improve customer outcomes

High Performing Teams Skills

- Set clear performance standards aligned with KiwiRail's goal
- Build a supportive and cooperative team environment
- Provide timely and constructive feedback
- Actively seek diverse perspectives in problem-solving
- Identify opportunities for coaching and mentoring

Commercial Acumen

- Plan and monitor resource allocation to achieve team objectives
- Consider financial implications when making recommendations
- Understand and comply with procurement guidelines
- Work with suppliers to ensure quality outcomes
- Recognise how financial decisions impact KiwiRail's overall position

Land Sales and Acquisitions

- Lead and manage the Land Acquisition and Sales Team to provide the business with an efficient and effective management and control of the acquisition and sale of all NZRC/KiwiRail owned land. This involves all activities required to affect the sale and acquisition of land and includes:
 - Project and BAU Land Acquisition - From third parties (Crown, Iwi, general public)
 - Disposal - To third parties (Crown, Iwi, general public)
 - Land exchanges - The Crown Agencies, Local Government (NZTA, LINZ), and private landowners
 - Property Plan – Keep/Sell/Develop; Investigate and evaluate sales opportunities in the Property Plan
 - Investigating land ownership, and keeping accurate GIS records of railway owned land
 - Easement Acquisition/Sales, and access and occupation agreements
 - PWA legislation expertise and advisory
 - Special projects
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People Leadership

- Significant people leadership experience, including managing internal and external staff, contractors, and stakeholders.
- Establish clear direction, accountabilities, expectations, and performance standards with direct reports to ensure management of the entire employee lifecycle, regular performance monitoring, feedback and development occurs
- Provide leadership to and support the functions of the Team within the business.
- Embed Teams policies and processes into KiwiRail business as usual activities

Strategic Leadership

- Recommending portfolio wide property acquisition and disposal strategies that support the future growth of the rail network.
- Accountable for leading long term strategic property acquisition and disposal programmes in line with the KiwiRail property acquisition and disposal strategy.
- Proactively evaluate the property opportunities and consider options around Keep/Sell/Develop outside the operational footprint
- Undertake a review of the main metropolitan areas to ascertain opportunities around vacant land. Specifically, Auckland, Wellington, Christchurch.
- Assess the financial implications of alternative purchase/sale options and quantify the value benefit.
- Ensure that KiwiRail's activities are not compromised through inappropriate process and/or behaviour by consultants/agents acting on our behalf.
- Support initiatives of the property leasing and development teams and work closely to ensure the best long term business outcome with a focus on revenue uplift.

Relationship Management

- Lead the Team with effective negotiation strategies as they support KiwiRail's ability to gain the best outcome for any land acquisitions/sales and to provide this service in the most cost effective, timely and beneficial manner
 - Initiate proactive contact and build productive working relationships with national agencies, including other SOEs, in particular NZTA and the Ministry of Transport.
 - To the greatest extent practicable align strategies with other agencies to increase opportunities to share resources/approach to network property matters.
 - Assist the Property team, Planning team and management with queries as to progress on sales, acquisitions and provide expert assessment to determine the best long term commercial return for the business – sale/retain/develop
 - Ensure the Team provides the wider business and KiwiRail project team with any support needed to affect the resolution of any sale/acquisition or access/easement issues as reasonably required
 - Build and lead relationships with external groups such as NZTA/ Councils/ LINZ/ Te Tari Whakatau/ Te Puni Kōkiri and other agencies; so that areas of common property interest can be jointly pursued
 - Where possible, align strategies to increase opportunities and used shared resources to address property issues
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Delivering Operational Performance: Policy/Process Development

- Delivering industry best practice solutions that enable KiwiRail to actively manage the Crown Land portfolio.
- Lead the development and maintenance of internal and external policy to support the functions of the Property Acquisition and Sales Team.
- Guide the Property Acquisition and Sales Team as they deliver services for KiwiRail business units.
- Develop and leverage strong working relationships with peers across agencies to develop policy and processes in a collaborative way.
- Continue to support and upskill the KiwiRail business in matters relating to the purchase, ownership and disposal of Crown Land.

Meeting our Financial Targets

- Support Project business cases and manage Project land transaction budgeting and forecasts.
- Assist the General Manager, Planning and Land Use, with negotiating and formalising the Property Acquisition and Sales section of the business plan and long-term strategy with clear deliverables that are supported by the customer base.
- Prepare briefs and procure contractors and consultants according to agreed policies and procedures.
- With all budgets:
 - Manage payment of invoices in a timely manner
 - Manage within approved financial budgets, undertake effective forecasting and take corrective action where required to ensure the budget objectives are met
 - Accountable for compiling monthly budget and operational reporting documentation
 - Support Corporate Finance with NZRC appropriation and reporting to MoT & the Treasury

General Property Administration

- Prepare the NZRC quarterly Board update – table on all acquisition and disposal progress. Prepare Board papers for KiwiRail and NZRC Boards for specific property transactions or updates as required
 - Obtain approval from Treasury and the Minister for State Owned Enterprises for all land disposals.
 - Provide guidance to the GIS team to ensure that the GIS system is updated when disposals or acquisitions occur. This will include follow up on requests and testing the GIS system to see if changes have been made. Advise on updates to improve the GIS system for the wider KiwiRail business.
 - Develop and maintain relationships with other key organisations including Auckland Council and Auckland Transport, GWRC, LINZ and NZTA.
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Decision Making

The position is accountable for decisions regarding all project property objectives and for the provision of advice to project team members and relevant stakeholders on day-to-day property decisions.

Key decision-making requirements of the position include:

- Property acquisition and disposal activities

Human Resources Delegations	People Leader
Direct reports	2-3
Finance Delegations	Nil
Budget (operating and capital)	Nil
Travel Delegations	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

- You have extensive experience (10+ years) in the property sector, ideally across both public and private environments.
- You have strong knowledge of Crown land, property legislation, PWA processes and Treaty settlement obligations.
- Experience managing a team and leading property delivery for a project
- Experience managing and working with third party providers from diverse disciplines.
- You're skilled in land acquisition, disposal, negotiations and managing consultants.
- You can provide expert advice and make informed decisions independently.
- You think strategically and identify risks and opportunities across property portfolios.

Ways of working / Work-related qualities

- You communicate clearly and build trusted relationships with diverse groups.
- You lead with integrity, inclusiveness and accountability.
- You demonstrate resilience, sound judgment, and the ability to navigate complexity.
- You foster collaboration, support capability development and enable high performance.
- You are customer-focused and motivated to deliver high-quality outcomes.
- Able to manage multiple projects at the same time and apply effective prioritisation skills.
- Sound judgement, integrity and discretion, particularly around strategic risk management in relation to projects.

Other Requirements

- You can meet KiwiRail's health, safety and drug and alcohol requirements.
- You hold a current and valid New Zealand driver licence.

Qualifications

- You hold a recognised legal and/or property qualification, or demonstrate equivalent professional experience.

Desirable:

- You are a Crown Accredited Supplier.

**CREATING
STRONGER
CONNECTIONS**

The KiwiRail logo, featuring the word "KiwiRail" in a bold, black, sans-serif font, followed by a stylized graphic of a kiwi bird's tail feathers.