



Policy and Stakeholder Manager

CFO Group

Team:	Government, Policy and Funding	Location:	Wellington, Auckland
Reports to:	Group Manager Government Engagement		
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 4000 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. With a significant capital programme underway, KiwiRail is looking ahead to a period of recovery and growth.

The planning and funding model more clearly recognises and enables both the profit orientation of KiwiRail's business, and the wider benefits of the national rail network which are publicly funded through the NLTF. It also supports greater collaboration between transport sector entities.

The Policy and Stakeholder Manager will support KiwiRail strategy by building our internal policy capability and working with agencies to ensure that a rail perspective is represented within transport policy. Alongside the GGM, the Manager will ensure the Executive and Board are well advised on policy matters impacting rail.

The role will include:

- Strengthening engagement across local government and agencies in the transport, infrastructure and urban development sectors.
- Working with relevant agencies on policy development and other research, studies and working groups that impact rail or infrastructure.
- Providing insightful and compelling advice on rail or infrastructure.

This role will be an internal specialist in the machinery of central and local government and will support internal business units to understand and work within government frameworks.

The Manager will also strengthen our relationships with local government as we implement the new planning and funding model and deliver on our Rail Network Investment Programme

As a key leadership role within KiwiRail, the Policy and Stakeholder Manager role has with other senior roles the specific responsibility for:

- Creating and communicating the agreed shared outlook for KiwiRail
- Creating and enhancing an engaged culture throughout KiwiRail
- Keeping the business tightly controlled while driving an attitude of growth and improvement
- Creating visible, key information so that it is easily shared and understood by the business as a whole

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"

Key Accountabilities

Rail, Transport & Infrastructure Policy Advice and Leadership

- Provide informed and insightful advice, analysis and research on policy matters.
- Attend relevant transport and infrastructure forums and committees with sector agencies, represent KiwiRail on inter agency working groups and provide policy leadership on behalf of rail.
- Work in collaboration with relevant agencies on policy development and other research/studies/working groups that impact rail such as:
 - Future of Rail Review
 - transport and land use master planning (e.g. ATAP, LGWM)
 - significant rail and transport initiatives and studies (e.g. Value of Rail, Supply Chain studies)
 - investment assessment and funding frameworks (e.g. MROM)

- long term planning and futures thinking
- Maintain awareness, assess impacts and develop submissions/input/advice on core policy proposals impacting rail.
- Provide insightful and compelling advice on the future direction and investment strategy for rail.
- With the GM, support the Executive Team and Board on policy matters.
- Develop/provide input into relevant Ministerial briefings, information requests and Cabinet papers as required.

Relationship Management

- Positively strengthen our relationship with New Zealand Transport Agency, Ministry of Transport, Treasury, Infrastructure Commission, other central government agencies, and elected officials.
- Develop strong relationships with local government and provide representation on behalf of KiwiRail (as required) at regional transport committees.
- Proactively work with agencies to achieve strategic outcomes for rail.
- Ensure KiwiRail is well represented as a transport sector leader.
- Act as the interface between KiwiRail and external stakeholders for policy matters, ensuring all relevant parties are kept informed.
- Represent KiwiRail at meetings with agencies and elected officials as required and assist Senior KR operational managers to prepare for and front transport sector meetings and discussions.
- Maintain excellent working relationships with KiwiRail Programme managers and staff, and other relevant teams (e.g. communications) keeping them fully informed on policy matters.
- Be politically aware, and ensure political/reputational risks are appropriately identified, managed and communicated.

Management & Leadership

- Be a key member of the Policy & Funding leadership team, able to deputise for the GM as required.
- Provide support and education to other KiwiRail managers and lead development of knowledge/skills in respect of all aspects of transport and rail policy.
- Assist the broader Policy & Funding team by providing advice and support on relevant areas (e.g. business cases and funding requests, best practice reporting and programme management for large government funded capital programmes).
- Provide support, coaching and development for team members.
- Model the desired values and culture of the organisation and lead this across the team.
- Contribute beyond the core functional area to enhance overall effectiveness of the Policy & Funding team.
- Be aware of and support the team to comply with all relevant legislation.
- Work in conjunction with other leaders to ensure the Policy & Funding team is engaged and aligned with the business and the One KiwiRail culture is presented and developed in the team.
- Build and maintain partnerships and effectively collaborate and communicate with the KiwiRail business leadership teams.
- Model positive management and leadership behaviours, create a sense of vision, engage, motivate, persuade and influence people.

Key challenges

- Building and maintaining relationships across local and central government
- Managing transport policy, programmes and messaging in a constantly changing political environment

Key Accountabilities

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

- Example: Implement strategic frameworks for certification services that reflect Council's commitment to the community, stakeholder needs and government legislation and requirements.
- Example: Manage KiwiRail's Authority to ensure CRL's building certification services are compliant, experienced, and competitively priced.
- Example: Oversee the statutory functions of accredited certifier/s to ensure certification functions and services comply with regulations, building codes and standards.
- Develop and integrate an improved planning, certification and approvals framework and system.

Key challenges

- Example: Managing the appropriate allocation of resources in a cost saving environment
- Example: Managing and analysing complex and sensitive issues
- Example: Facilitating

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Executive Team/Senior Leaders		✓	✓	✓
	Communication Team			✓	✓
	Head of Network Planning			✓	✓
	Policy and Funding Team	✓		✓	✓
	Programme and Project Managers			✓	✓
	All Corporate Function Teams			✓	✓
External	New Zealand Transport Agency		✓	✓	✓
	Central Government agency stakeholders and officials (including Ministry of Transport, the Treasury, Housing & Urban Development)		✓	✓	✓
	Infrastructure Commission		✓	✓	✓
	Local Government		✓	✓	✓

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"> • 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
Commercial Acumen	<ul style="list-style-type: none"> • Provide informed and insightful advice, analysis and research on policy matters • Consider financial implications when making recommendations • Understand and comply with procurement guidelines • Ensure quality outcomes • Recognise how decisions impact KiwiRail's overall position
Governance	<ul style="list-style-type: none"> • Follow governance frameworks and systems • Identify and address governance issues early
Risk management	<ul style="list-style-type: none"> • Choose and adapt appropriate risk management frameworks • Identify risks, issues, and opportunities in policy

Decision Making

The position is accountable for decisions regarding all project operational objectives and for the provision of advice to Executive, Senior Leaders, Policy and Funding team members and relevant stakeholders on policy and stakeholder relationships.

Key decision-making requirements of the position include:

- Transport Policy direction and strategy
- Stakeholder management strategies

Human Resources Delegations	Nil
Direct reports	Nil
Finance Delegations	TBC
Budget (operating and capital)	As delegated by GM
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

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

Experience

- You bring at least ten years of experience in policy development and management
- You have extensive experience in relationship management at a senior level, and ability to communicate effectively across senior management, Boards, staff, elected officials and external stakeholder groups
- You understand how KiwiRail interacts with other agencies and the Government
- You're an excellent written and verbal communicator including the ability to prepare Board and Ministerial level reports and briefings
- You have a track record of strategic partnership with senior management, including influencing and challenging decisions.
- You have a successful track record within the core public sector including significant experience in transport and/or infrastructure policy and public sector business case and funding proposals and reporting.
- You understand financial and funding policies
- You have knowledge of the conventions, structure and functions of Government

Ways of working / Work-related qualities

- You make good decisions and are politically aware
- You communicate effectively with stakeholders at all levels, fostering a culture of transparency and trust
- You're flexible and practical
- You're politically aware and have experience in managing risk
- You demonstrate resilience and adaptability, working effectively under pressure and navigating organisational change.
- You're confident building trusted relationships

Other Requirements

- You have project management experience
- You can pass regular drug and alcohol screenings

Qualifications

- It is desirable you have a relevant degree in public policy

**CREATING
STRONGER
CONNECTIONS**