



Portfolio Manager

Position Description

Team:	Capital Management	Location:	Auckland
Reports to:	GM Capital Management		
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 Portfolio Manager – Capital Management at KiwiRail is responsible for supporting the strategic planning, submission, and review of capital investment proposals, ensuring alignment with KiwiRail's strategic priorities. This role is critical in delivering a structured and transparent capital investment process that supports sustainable outcomes for customers, employees, shareholders, and New Zealand.

A core focus of this role is to enhance the maturity and effectiveness of KiwiRail's end-to-end capital management processes. Success in this role requires strong interpersonal and influencing skills to build trusted relationships and provide hands-on support to business units. The Portfolio Manager leads the development of sound capital submissions, including high-quality business cases with clearly defined cost, time, and scope parameters. They also oversee the implementation and continuous improvement of control frameworks that enable consistent tracking, reporting, and assurance of capital investment performance across the portfolio.

Key Accountabilities

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

- Lead the ongoing improvement of KiwiRail's capital submission, review, and approval processes.
- Support business units in developing high-quality, strategically aligned, and commercially robust capital requests.
- Develop long-term 5–10-year capital pipelines and improve the definition of time, cost, and scope parameters, integrating them into tracking and reporting systems.
- Implement frameworks and controls to enhance transparency and governance in capital investment.
- Coordinate with Finance, Delivery, and Asset Management teams to align capital planning with funding, readiness, and delivery capability.
- Promote the use of integrated systems like SAP, Primavera P6, Active Risk Manager, and Power BI for portfolio oversight

Key challenges

- Managing high volume and capital submissions across diverse portfolios with varying maturity and capability levels.
- Building trusted relationships and bridging the gap between central and delivery teams to align perspectives and strengthen collaboration.
- Building capabilities in business case submissions, forecasting, and performance reporting

Key Relationships		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Here are the key relationships relevant to this role					
Internal	Business Unit Leads	✓		✓	✓
	Wider Capital Management Team		✓	✓	✓
	Senior management		✓	✓	

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"> • Align capital investments with customer needs. • Drive a customer-centric approach in capital planning. • Develop solutions that meet customer requirements. • Improve customer outcomes through capital planning.
High Performing Teams Skills	<ul style="list-style-type: none"> • Set clear performance standards for capital planning. • Foster collaboration within the Capital Management Team. • Provide feedback on capital submissions. • Encourage diverse perspectives in problem-solving.
Commercial Acumen	<ul style="list-style-type: none"> • Assess financial impacts of investment decisions. • Ensure procurement compliance and quality outcomes. • Understand financial implications for KiwiRail's position.
Role specific domain	<ul style="list-style-type: none"> • Follow process and governance frameworks for capital management. • Address governance issues early and ensure transparency.
Role specific domain	<ul style="list-style-type: none"> • Choose and adapt appropriate risk management frameworks • Identify and forecast risks, issues, and opportunities in projects
Role specific domain	<ul style="list-style-type: none"> • Apply asset management policies • Implement asset management frameworks

Decision Making

This role is accountable for key decisions across the capital investment portfolio and provides strategic guidance to business units and stakeholders on capital planning and delivery.

Key decision-making responsibilities include:

- Capital investment prioritisation, business case reviews, and endorsement to inform funding decisions
- Project delivery review to inform minimum viable product and aligning resources with strategic goals
- Risk management strategies and mitigation approaches for capital projects

Human Resources Delegations	Nil
Direct reports	0-1
Finance Delegations	Nil Capex
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

- Experience in capital investment reviews, decision-making, and capital rationing
- 10+ years in corporate finance or project controls, specialising in capital management
- Strong expertise in financial analysis and portfolio management
- In-depth knowledge of project controls, reporting, and performance tracking

Ways of working / Work-related qualities

- Proactive and results-driven, taking charge of initiatives
- Strong decision-maker with high emotional intelligence (EQ)
- Commercially focused, always looking for ways to improve KiwiRail's performance
- Skilled in navigating complex situations and managing stakeholder relationships
- Adaptable, practical, and goal-oriented with a flexible approach

Other Requirements

- Pass regular drug and alcohol screenings
- Valid NZ Driver's License

Qualifications

- You have a relevant degree in engineering, finance or related field

