



Procurement Specialist

Position Description

Team:	Group Procurement	Location:	Wellington
Reports to:	Procurement Category Manager – Energy and Engineering		
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 Procurement Specialist provides procurement leadership and support across KiwiRail, working closely with the Procurement Category Manager. The role is ideally based in Wellington to support our Interislander team, but Auckland-based applicants will also be considered. This role leads sourcing processes, develops category strategies, manages supplier relationships, and ensures compliance with procurement policies and government rules. The role plays a key part in delivering value for money, supporting KiwiRail's Procurement Strategy, and embedding sustainable procurement practices.

Key Accountabilities

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

- Develop and implement category strategies and complete sub-category analysis to support KiwiRail's procurement objectives including savings targets.
- Lead end-to-end sourcing activities, including market engagement, evaluation, negotiation, and contract finalisation.
- Provide strategic procurement advice and insights to business units, focusing on total cost of ownership and risk management.
- Manage supplier relationships to enhance performance, value, and alignment with KiwiRail's goals.
- Ensure compliance with Government Procurement Rules and KiwiRail's procurement policies.
- Support the development and implementation of procurement strategies, policies, and continuous improvement initiatives.

Key challenges

- Navigating complex procurement environments with large, unstructured data sets.
- Influencing diverse internal and external stakeholders to adopt best practice procurement approaches.
- Managing supplier performance and risk in a dynamic and evolving commercial landscape.

Key Relationships		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Here are the key relationships relevant to this role					
Internal	Procurement Category Manager		✓		
	Group Procurement Team			✓	
	Legal			✓	
	Infrastructure, Operations & Interislander Business Units		✓		
	Finance			✓	
	Sustainability			✓	
External	Current and prospective vendors	✓			
	Government agencies			✓	
	Other agency procurement teams				✓

What you will do to contribute

Health Safety and Wellbeing	• Role model safe behaviours and actively contribute to a culture of safety. • Ensure procurement activities align with KiwiRail's health and safety standards. • Identify and mitigate supplier-related safety risks. • Promote sustainable procurement practices that support environmental and social wellbeing.
Customer Focus	• Understand and respond to the procurement needs of internal stakeholders. • Build strong relationships to deliver tailored procurement solutions • Communicate effectively and influence stakeholders to present ideas and category plans • Provide timely, clear, and commercially sound advice to support business outcomes • Actively seek feedback to improve procurement services and stakeholder satisfaction.
High Performing Teams Skills	• Collaborate effectively with colleagues across the business to deliver good practice procurement outcomes. • Support the Procurement Category Manager and wider team with vendor spend and category analysis and project tasks. • Share procurement knowledge and support internal stakeholders to build their understanding of our procurement processes. • Contribute to a positive, inclusive, and high-performing team culture.
Commercial Acumen	• Apply deep procurement knowledge to deliver value for money, manage risk and reduce total cost of ownership. • Use data analysis and market insights to inform procurement strategies and decisions. • Negotiate contracts that balance commercial outcomes with risk mitigation. • Ensure compliance with KiwiRail procurement policies and government regulations.
Procurement Excellence	• Support initiatives to improve procurement processes and systems. • Maintain and update procurement dashboards, savings registers, and reporting tools. • Drive continuous improvement in sourcing efficiency and supplier performance. • Support the implementation of KiwiRail's Procurement Strategy and transformation initiatives. • Demonstrate a good understanding of value including sustainability and supply chain resilience.

Decision Making

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

Key decision-making requirements of the position include:

- Supplier selection recommendations
- Negotiating commercial contract terms
- Develop and implement category plans
- Ensuring compliance with procurement rules and policies

Human Resources Delegations	Nil
Direct reports	Nil
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 5+ years of procurement experience in a medium to large organisation.
- You're skilled in category management and contemporary procurement practices.
- You can analyse complex data, develop models, and present insights clearly.
- You have strong experience in contract drafting, negotiation, and vendor management.
- You understand procurement risk, sustainability, and government procurement rules.

Ways of working / Work-related qualities

- You communicate effectively with stakeholders at all levels and have strong written communication skills.
- You demonstrate initiative and manage procurement projects independently.
- You influence others and build strong, collaborative relationships.
- You are resilient, adaptable, and solutions-focused.
- You contribute to a culture of continuous improvement and knowledge sharing.

Other Requirements

- Proficient in MS Office suite including the use of Excel to perform data analysis.
- You can pass regular drug and alcohol screenings.
- You hold a current and valid NZ driver's licence.

Qualifications

- You have a relevant tertiary qualification and/or equivalent industry experience such as engineering or the transport sector.
- CIPS qualification (or similar) is desirable.

