Project Coordinator – Property Development & Partnering

Position Description

Team:	Property – Development & Partnering	**Location:**	N/A
Reports to:	General Manager – Development & Partnering		
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 Project Coordinator is a key member of the Development & Partnering team, providing project management and coordination support across property projects and programmes. The role supports successful project delivery through the coordination of governance, reporting, quality management, scheduling, financial administration and project controls, while contributing to continuous improvement and capability development within the team.

Key Accountabilities

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

- Support project and programme delivery through the coordination of project controls, scheduling, governance, reporting, risk management, change management and quality management processes.
- Provide project administration and commercial support, including contract administration, financial processes, expenditure tracking, project documentation, reporting, meeting coordination and records management.
- Manage property and development information, including land research, opportunity pipeline tracking, due diligence support, market intelligence and project information management.
- Build effective relationships with internal and external stakeholders while contributing to capability development, continuous improvement and successful project outcomes across the Development & Partnering team.

Key challenges

- Coordinating multiple project activities, deadlines and stakeholders while maintaining accurate project information and reporting.
- Balancing project delivery support, governance requirements and administrative responsibilities across a diverse portfolio of property projects.
- Maintaining visibility of project risks, issues, budgets and schedules while supporting continuous improvement and project delivery outcomes.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	General Manager - Development & Partnering		✓	✓	✓
	Property Team		✓	✓	✓
	KiwiRail Network & Freight Managers and Staff			✓	✓
	Capital Projects & Asset Development Team			✓	✓
	Regional, Area and Site Managers			✓	✓
	Health, Safety & Environment Managers			✓	✓
	Corporate & Finance Teams			✓	✓
	RMTU			✓	✓
External	Consultants			✓	✓
	Designers			✓	✓
	Contractors and Suppliers			✓	✓
	Freight Customers		✓	✓	✓
	Legal Advisors			✓	✓
	LINZ, NZTA, Auckland Transport, Councils and Regional Councils			✓	✓
	Iwi			✓	✓
	Landowners / Developers			✓	✓
	Investment Partners			✓	✓

What you will do to contribute

Health Safety and Wellbeing	• Follow KiwiRail health, safety and wellbeing policies, procedures and safe work practices, and support their consistent application across project activities • Support the identification, reporting and monitoring of workplace hazards, risks, incidents and corrective actions • 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	• Contribute positively to a collaborative and inclusive team environment. • Build effective working relationships with colleagues, stakeholders and project teams. • Take ownership of assigned tasks and deliver high-quality work within agreed timeframes. • Share information, knowledge and lessons learned to support successful project outcomes. • Seek and act on feedback to support personal growth and continuous improvement. • Contribute constructively to problem-solving and decision-making activities. • Support team objectives and adapt to changing priorities and business needs.
Commercial Acumen	• Understand the commercial objectives and drivers of the projects being delivered. • Monitor project expenditure and support accurate financial tracking, forecasting and reporting activities. • Apply appropriate financial, procurement and governance processes in day-to-day project activities. • Identify potential risks, issues and opportunities that may impact project cost, schedule or value. • Support the efficient use of project resources and contribute to achieving value-for-money outcomes. • Maintain accurate project records and documentation to support effective financial and commercial management. • Consider cost, risk and business impacts when making recommendations or escalating issue
Programme Delivery – Project Coordination	• Actively assist the programme business management team in the establishment, capability building and consistent use of project practices/standards, controls, tools and templates that support the project teams achieve project outcomes - this includes areas such as project planning, project approach/lifecycle, quality management, resource planning, change control, risk and issue management, etc. • Support the Development & Partnering team members in the development, baselining and maintenance of robust and consistent project schedule and reporting. Proactively maintain an awareness of the project activities and status. Review the schedules regularly to ensures tasks and milestones are being achieved as planned. Follow up on any actions, addressing any challenges and escalate issues to the Development GM where necessary. • Assist project teams with contract management including issuing instructions, notices and coordinating RFI responses, and liaising with the programme commercial team as required. • Maintain project registers, including project risks, issues and change management.

	• Support the Development & Partnering team members in consistently forecasting, analysing and reporting on the status and performance of their projects – across the dimensions of scope, quality, risks, time and costs. • Support the Development & Partnering team members in setting and managing budgets and expenditure, including preparing project expenditure request forms (PERFS), purchase orders, invoice/disbursement management, and liaising with the finance team as required. • Support and coordinate the preparation of project reports, presentations, agendas and minutes for governance and management purposes. • Research land parcels and sites (title, zoning, tenure, constraints and surrounding uses) using LINZ, council and mapping sources, to support site screening. • Maintain the team's opportunity and pipeline tracker, keeping status and dates accurate. • Collate market information (rents, vacancy and comparable evidence) and keep a shared evidence library for the team. • Prepare site summaries, maps and other material to assist the Development Managers on site due diligence. • Arrange and attend project meetings, taking minutes and actions, and distributing meeting minutes. • Support Development GM in project team induction and capability building initiatives. • Support the Development GM and facilitate regular or specific assurance/review processes – across the programme or for individual projects. • Keep an accurate, up to date and accessible record of all work assigned in line with document and information management policies and procedures. • Provide additional support to the Planning and Land Use team from time to time. • Undertake other tasks as directed by your manager from time to time.
Relationship Management	• Identify and build enduring and positive senior relationships within Kiwirail, external stakeholders, funders and major contracting/supplier organisations • Proactively communicates to all parties benefiting or impacted by delivery activities to enhance and support delivery success.
Capability Building	• Take personal responsibility for own development and delivering high quality deliverables. • Proactively guide and support on site personnel to enable a safe and successful delivery. • Actively contribute to programme/project improvement initiatives through continually looking for opportunities to improve the success of the programme and actively championing change.

Decision Making

The Project Coordinator provides project coordination, analysis, recommendations and administrative support across the Development & Partnering portfolio. The role exercises judgement in project scheduling, reporting, risk and issue monitoring, financial administration and project governance activities, escalating significant matters to the General Manager - Development & Partnering as required.

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

These are day one things that people need to do their job.

- 2+ years' experience in a project, property, administration or related role.
- Demonstrated ability to build relationships and work collaboratively with stakeholders.
- Experience working effectively within team environments.
- Strong written and verbal communication skills.
- Advanced computer skills including Microsoft Office applications, ideally Microsoft Project, SharePoint and business systems.
- Previous construction industry experience would be advantageous.
- Knowledge of engineering disciplines would be advantageous.
- Knowledge and experience of financial and commercial management would be advantageous.

Ways of working / Work-related qualities

These are how people work

- 2+ years' experience in a project, property, administration or related role.
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- Experience working effectively within team environments.
- Strong written and verbal communication skills.
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Other Requirements

- Commitment to KiwiRail's health, safety and wellbeing expectations.
- Ability to work across multiple projects and priorities simultaneously.
- Commitment to maintaining accurate project and information records.
- Willingness to support capability-building and project improvement initiatives.
- Ability to engage effectively with a broad range of internal and external stakeholders.

Qualifications

Essential:

- Qualification in Management, Business, Property or another relevant discipline.

Desirable

- Project Management qualification.