



Project Manager

People Solutions

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| Team: | People Solutions | Location: | Auckland |
| Reports to: | General Manager – People Solutions | | |
| 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 role plays a central part in enabling transformation by providing high-impact HR project management capability. Acting as a trusted advisor and strategic coach, the role drives change across the People and Culture (P&C) portfolio and supports the transition to new ways of working.

The role leads cross-functional P&C initiatives to ensure alignment to strategic priorities, consistent delivery standards, and adoption of best practice. It establishes clear governance and delivery frameworks, manages risks and dependencies, and provides visibility of progress and outcomes.

Working closely with senior leaders and stakeholders, the role translates strategy into structured, actionable plans and builds project capability across the function by embedding sustainable tools, disciplines, and a culture of accountability and continuous improvement.

Key Accountabilities

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

- Lead the planning, governance, and delivery of People and Culture (P&C) projects, ensuring initiatives are delivered on time, within scope, and aligned to organisational priorities.
- Translate strategic objectives into clear project plans, including defined scope, milestones, deliverables, resource requirements, and success measures.
- Establish and maintain effective project governance, including reporting, risk and issue management, decision tracking, and escalation pathways.
- Coordinate cross-functional project teams, ensuring clarity of roles, alignment of activities, and accountability for delivery outcomes.
- Monitor project progress, proactively identify risks, issues, and dependencies, and implement mitigation strategies to ensure successful delivery.
- Provide regular, accurate reporting and insights to senior stakeholders on project status, progress, risks, and outcomes to support informed decision-making.
- Support organisational change by ensuring effective project planning, stakeholder engagement, and readiness activities are embedded within project delivery.
- Develop and embed consistent project management frameworks, tools, templates, and ways of working across the P&C function.
- Build project management capability within the team by coaching others and promoting best practice project disciplines.
- Identify opportunities to improve delivery efficiency, alignment, and impact across the P&C project portfolio.
- Ensure projects deliver intended outcomes, benefits, and sustainable improvements aligned to strategic transformation goals.

Key challenges

- Influencing culture and strategic people decisions in diverse and high-paced operational business units.
- Leading and embedding project-based deliverables across the wider People function.
- Managing competing demands and maintaining alignment in a fast-paced, high-change context.

| Key Relationships Here are the key relationships relevant to this role | | Manage /Lead | Deliver to | Collaborate with | Advise or inform |
|--|---|--------------|------------|------------------|------------------|
| Internal | GM – People Solutions | | ✓ | ✓ | |
| | Tier 3+ leaders | | ✓ | ✓ | ✓ |
| | Wider People & Culture Leadership Team and P&C Team | | | ✓ | ✓ |
| | Centres of Expertise (e.g., Recruitment, HRIS, L&D, Employment Relations) | | ✓ | ✓ | |
| | Health, Safety and Wellbeing team | | ✓ | ✓ | |
| External | HR service providers and external consultants | | ✓ | | |
| | Employment legal and advisory professionals | | ✓ | ✓ | |
| | HR networks and professional forums | | ✓ | ✓ | |

What you will do to contribute

Health Safety and Wellbeing

- Champion KiwiRail's safety-first values across all strategic initiatives.
- Promote wellbeing in capability planning, change, and leadership engagement.
- Identify psychosocial risks and guide leaders to create psychologically safe environments.
- Support a culture of inclusive and respectful behaviour across the business.
- Incorporate wellbeing metrics and insight into people strategies.

Customer Focus

- Partner with leaders to create and embed a shared outlook for KiwiRail's future workforce.
- Build strong, trusted relationships with leaders, stakeholders, and project sponsors to understand their needs and priorities.
- Translate business and customer requirements into clear project scope, deliverables, and people-focused outcomes.
- Ensure projects deliver practical, customer-centred solutions that improve employee experience and organisational effectiveness.
- Communicate project objectives, progress, risks, and impacts clearly to stakeholders, ensuring transparency and alignment.
- Anticipate stakeholder needs and proactively identify opportunities to enhance project value and outcomes.
- Act as a responsive and reliable partner, ensuring stakeholder feedback is incorporated into project planning and delivery.

High Performing Teams Skills

- Work in close collaboration with the People Experience GM and People & Culture Leadership Team to plan, prioritise, and coordinate project activities in line with organisational priorities.
- Support the design and delivery of people and organisational initiatives by providing structured project planning, governance, and implementation support.
- Contribute to initiatives that strengthen organisational culture by ensuring effective project execution aligned with KiwiRail values and objectives.
- Provide project insights, reporting, and recommendations to support workforce planning, capability development, and team effectiveness initiatives.
- Support leaders and stakeholders through clear project guidance, frameworks, and tools to enable successful implementation and sustained outcomes.
- Embed disciplined project management practices, including planning, risk management, accountability, and progress tracking, to ensure high-quality delivery and continuous improvement.

Commercial Acumen

- Translate organisational strategy, business priorities, and operational risks into clear project direction, scope, and delivery plans.
 - Provide strategic analysis of workforce and project data (e.g., cost, benefits, resource utilisation, risk, and performance metrics) to inform decision-making and optimise outcomes.
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- Ensure projects deliver measurable business value, aligning outcomes with organisational performance, workforce capability, and financial sustainability.
- Anticipate emerging organisational needs, risks, and external influences, proactively shaping project priorities and delivery approaches.
- Identify and lead opportunities to improve organisational effectiveness, workforce performance, and operational efficiency through targeted projects and initiatives.
- Provide trusted advice to senior leaders, using data and insight to support prioritisation, investment decisions, and sustainable change outcomes.
- Balance strategic, operational, financial, and people considerations to ensure successful delivery of complex and high-impact initiatives.

Delivery Excellence & Governance

- Lead the end-to-end delivery of complex People & Culture projects, ensuring alignment with organisational priorities, timelines, and expected outcomes.
- Establish clear project governance, including scope, milestones, roles, and reporting, to ensure transparency and accountability.
- Identify, assess, and proactively manage project risks, issues, and dependencies, implementing mitigation strategies to protect delivery.
- Monitor and report on project progress, providing clear and timely updates to senior leaders and stakeholders.
- Ensure effective resource planning and coordination to enable successful and sustainable project delivery.
- Apply structured project management methodologies, tools, and disciplines to drive consistency, quality, and continuous improvement.
- Ensure project outcomes are embedded into business operations, with clear ownership, transition, and benefits realisation.

Decision Making

This is a strategic individual contributor role with delegated People Leader authority. The role influences people decisions across business units and leads projects that impact enterprise-wide outcomes. It provides strategic advice and applies judgment aligned with KiwiRail's operational and transformation goals.

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|---------------------------------------|---------------------|
| Human Resources Delegations | People Leader |
| Direct reports | Nil |
| Finance Delegations | Level 8 Nil Capex |
| Budget (operating and capital) | TBC |
| 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

Knowledge and Experience

- 10+ years' experience in senior HR advisory, strategic partnering, or People & Culture project leadership in large, complex, and operational environments.
- Proven track record in leading or delivering capability planning, talent strategy, change management, and culture initiatives, including team-based OD or organisational design projects that strengthen capability and alignment at business unit and enterprise levels.
- Strong ability to understand business drivers, interpret workforce and operational data, and translate insights into practical, value-adding people strategies.
- Skilled in workforce analytics, project metrics, and reporting to influence leadership decisions and drive outcomes.
- Well-versed in employment law, industrial relations, and risk management in the New Zealand context.
- Experienced in engaging with senior executives and stakeholders, providing trusted, strategic counsel and influencing decision-making.

Ways of Working / Work-Related Qualities

- Prioritises safety and wellbeing, proactively addressing risks within projects and broader organisational initiatives.
- Understands stakeholder needs and delivers practical, innovative, and sustainable people solutions that align with organisational objectives.
- Calm, focused, and decisive when navigating ambiguity, competing priorities, or complex change programs.
- Builds strong relationships quickly, collaborating effectively across teams, functions, and levels.
- Champions inclusion and diversity, fostering a culture where all people can thrive.
- Drives accountability and high performance through clear communication, planning, and execution.

Other Requirements

- Ability to pass regular drug and alcohol screenings.
- Current and valid NZ driver's licence.
- Willingness and ability to travel nationally as required.
- Flexibility to support projects outside standard hours when needed for delivery.

**CREATING
STRONGER
CONNECTIONS**

