



Project Manager

Position Description

Team:	Wellington Metro Network – Network Intervention	Location:	Wellington
Reports to:	Network Delivery Manager		
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 period of significant transformation to modernise and grow New Zealand's rail network.

The Project Manager reports to a Network Delivery Manager and is accountable for day-to-day project performance, risk management, and stakeholder coordination. They actively contribute to the successful realisation of programme outcomes through providing the project management expertise needed to successfully plan, initiate and deliver complex infrastructure projects and work packages assigned.

Responsibilities include managing the initiation of new work – developing well-planned projects to enable successful delivery outcomes, that meet organisational objectives and are aligned to regulatory requirements and meet technical standards.

The Project Manager may also be required to manage delivery projects and holds responsibility for creating project success and meeting business case objectives by motivating and supporting a project team to consistently deliver results, the application of good-practice project management, meeting technical standards and regulatory requirements, championing opportunities to innovate, coaching people and fostering a safety culture that is second to none.

You are also responsible for building positive and enduring stakeholder relationship and working closely to deliver project outcomes utilising both internal and external people and organisations effectively.

Key Accountabilities

Within the Wellington Metro, this role is required to:

- Convert business cases and initial plans into achievable projects that will deliver to KiwiRail's rail and investment strategies and are fully scoped, approved and resourced with the right technical capabilities, in readiness for successful execution by the Delivery team.
- Develop accurate and achievable detailed project plans (scope, dependencies, approach, risks, resourcing and costs), schedules and budgets - drawing on team, wider KiwiRail and specialist expertise as required.
- Apply good practice project management disciplines and determine and implement appropriate levels of construction monitoring required to meet project, contractual, and regulatory obligations.
- Project manage detailed design, build, completion and handover stages of assigned delivery projects – delivering on the individual project targets and contributing to programme outcomes.
- Actively manage all aspects of financial forecasting, budgeting and spend including the development of cost plans, spend analysis and resolving budget variances when required.
- Proactively identify risks and changes to plan, managing resolution in line with programme and project controls.
- Manage all procurement and resourcing activities for assigned planning, initiation and delivery work.
- Manage contractors and consultants to ensure the timely delivery of agreed outputs in line with budgets.
- Provide accurate, insightful and transparent project reporting to enable effective governance.

Key challenges

- Delivering projects safely within a live, access-constrained rail network.
- Managing multiple interfaces between planning, field delivery, and operations.
- Coordinating delivery using resources managed through separate workforce and planning functions.
- Manage risk arising from access loss, operational disruption, or emergent network issues.
- Maintaining clear accountability without direct line management of field crews.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Delivery Manager		✓		
	Project Engineers			✓	✓
	Junior Project Managers	✓		✓	
	Network Planning & Integrity team			✓	✓
	Network workforce team			✓	✓
	Superintendents			✓	✓
	Engineering team			✓	✓
	Commercial & Performance team			✓	✓
	Finance team			✓	✓
	Communications team			✓	✓
External	Contractors and consultants	✓		✓	
	Suppliers and Service providers			✓	✓
	Local authorities and third-party stakeholders			✓	✓

What you will do to contribute

Health Safety and Wellbeing	<ul style="list-style-type: none"> • Lead by example in safety leadership and champion KiwiRail's Care & Protect value. • Ensure projects comply with rail safety legislation, KiwiRail rules, and safety management systems. • Ensure high-quality safety documentation is completed, reviewed and approved place before any work commences. • Ensure safety risks are proactively identified, managed, and escalated appropriately.
Customer Focus	<ul style="list-style-type: none"> • Deliver projects in a manner that minimises disruption to customers. • Work with Operational and Planning teams to manage service impacts. • Communicate clearly with stakeholders regarding project impacts and changes.
High Performing Teams Skills	<ul style="list-style-type: none"> • Coordinate and lead project teams through clear direction and accountability. • Work collaboratively across delivery, planning, workforce, and operations interfaces. • Promote a culture of professionalism, collaboration, and continuous improvement. • Support capability development through feedback and lessons learned.
Commercial Acumen	<ul style="list-style-type: none"> • Manage project budgets, forecasts, and expenditure within project approvals. • Procure contractors and manage contracts in line with programme procurement and delivery strategies. • Identify and manage cost and schedule risks early. • Ensure value for money and efficient use of resources.
Other Role-Related Competencies	<ul style="list-style-type: none"> • Maintain accurate project documentation, reporting, and governance artefacts. • Manage change control and approvals. • Ensure commissioning readiness and formal handover of completed works. • Support audits, assurance reviews, and post-project evaluations.
Planning and Initiation	<ul style="list-style-type: none"> • Actively contribute to the development of high level plans and costings for future work that is required to finalise business cases and enable project initiation. • Lead and coordinate engineering inputs across all relevant disciplines, including track, signalling & communications, traction power, civil, and structural for delivery of the project scope. • Convert business cases and initial plans into achievable projects that will deliver to Kiwirails rail and investment strategies and are fully scoped, approved and resourced with the right technical capabilities, in readiness for successful execution by the Delivery team.
Delivery – Project Management	<ul style="list-style-type: none"> • Develop accurate and achievable detailed project plans (scope, dependencies, approach, risks, resourcing and costs), schedules and

budgets - drawing on team, wider KiwiRail and specialist expertise as required.

- Apply good practice project management disciplines and determine and implement appropriate levels of construction monitoring required to meet project, contractual, and regulatory obligations.
- Project manage detailed design, build, completion and handover stages of assigned delivery projects – delivering on the individual project targets and contributing to programme outcomes.
- Actively manage all aspects of financial forecasting, budgeting and spend including the development of cost plans, spend analysis and resolving budget variances when required.
- Proactively identify risks and changes to plan, managing resolution in line with programme and project controls.
- Contribute to project prioritisation and project level scheduling, forecasting and budgeting as required.
- Proactively identify opportunities to innovate and improve performance or to mitigate risks and address project issues.
- Manage all procurement and resourcing activities for assigned planning, initiation and delivery work.
- Manage contractors and consultants to ensure the timely delivery of agreed outputs in line with budgets.
- Provide accurate, insightful and transparent project reporting to enable effective governance.
- Contribute to the development and implementation of a project communications plan.
- Facilitate or participate in project lessons learnt reviews and support the implementation of the key learnings across the programme.

Relationship Management

- Identify and build enduring and positive senior relationships within KiwiRail, external stakeholders, consultants, contractors and supplier organisations
- Proactively communicate to all parties benefiting or impacted by delivery activities to enhance and support delivery success.

Capability Building

- Work proactively and collaboratively with the planning and delivery functions to plan, optimise, build understanding and support programme and project delivery
 - Take personal responsibility for own development and delivering high quality deliverables, including staying up to date with industry best practice and standards.
 - Work collaboratively with Senior Project Engineers, Project Engineers and Junior Project Engineers to enable successful delivery and to assist in building their project management capabilities and knowledge.
 - Actively contribute to metro-wide improvement initiatives through continually looking for opportunities to improve and actively championing change.
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Decision Making

The position is accountable for **day-to-day project delivery decisions** within approved scope, budget, and governance frameworks.

Key decision-making requirements include:

- Project sequencing and staging decisions
- Management of project risks, issues, and changes
- Acceptance of delivery readiness for works and commissioning
- Escalation of material safety, cost, or schedule risks

Human Resources Delegations	Nil
Direct reports	Nil
Finance Delegations	Level 7: Budgeted Operating Expenditure and Capital Expenditure \$100k.
Budget (operating and capital)	Project Specific
Travel Delegations	Nil
Statutory powers	Nil

Physical demands and the nature of work

This role is primarily office-based with regular engagement in field delivery environments. It involves:

- Prolonged periods of computer-based work
- Attendance at project sites in the field
- Occasional night or weekend work to support delivery activities
- Regular travel across the network

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

- Proven minimum 5+ years' experience in a complex project environment working delivering infrastructure or rail projects.
- Strong understanding of safety-critical delivery environments.
- Experience coordinating multi-disciplinary works within constrained access windows.
- Sound commercial and contract management capability.
- Ability to work alongside independent planning and workforce functions.

Ways of working / Work-related qualities

- Demonstrates strong safety leadership and personal accountability.
- Communicates clearly with a wide range of stakeholders.
- Takes a pragmatic, delivery-focused approach to problem solving.
- Manages pressure effectively and makes sound decisions.
- Builds trust across organisational boundaries.

Other Requirements

- You can pass regular drug and alcohol screenings.
- You hold a current and valid NZ driver's licence.
- You are prepared to travel regularly within your area of responsibility.

Qualifications

- Tertiary qualification in engineering, project management, construction management or equivalent experience.
- Rail, safety, or project management qualifications desirable.