



Senior Lease Manager - Southern

Position Description

Team:	Commercial Leasing	Location:	Wellington
Reports to:	General Manager – Commercial Leasing		
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.

#Position Reference



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 Senior Lease Manager – Southern plays a critical role in managing KiwiRail's commercial and operational lease portfolio across the Lower North Island and South Island. This role leads the Southern Leasing team to optimise property revenue, ensure lease compliance, and identify new leasing opportunities. By aligning property management with KiwiRail's strategic goals, the Senior Lease Manager contributes to sustainable growth and operational excellence.

Key Accountabilities

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

- Lead the Southern Leasing team to manage lease negotiations, documentation, and compliance.
- Drive portfolio performance and maximise revenue from a diverse commercial lease portfolio.
- Identify and convert rentable encroachments into financial returns.
- Ensure timely execution of rent reviews, renewals, terminations, and assignments.
- Maintain strategic relationships with tenants, stakeholders, and internal teams to enhance property utilisation.
- Present business cases for new revenue opportunities to the General Manager – Commercial Leasing.

Key challenges

- Balancing commercial objectives with operational constraints across a geographically diverse portfolio.
- Navigating complex lease negotiations with high-value tenants and stakeholders.
- Maintaining consistent lease compliance and debt management across multiple properties.

Key Relationships		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Here are the key relationships relevant to this role					
Internal	Property Team		✓	✓	✓
	Facilities Management	✓		✓	✓
	Finance, Legal, Procurement, IT (GIS), Communications			✓	✓
	KiwiRail Regional and Asset Area Managers			✓	✓
	KiwiRail Project Managers	✓		✓	✓
External	Tenants and Customers (e.g., Councils, Team Global Express, Mainfreight, Qube, Ports)	✓	✓	✓	✓
	Property Advisors				
	Valuers			✓	✓
	Developers			✓	✓
	Lawyers			✓	✓

Commented [RS1]: To be updated

	Landlords of KiwiRail-leased premises	✓	✓	✓	✓
--	---------------------------------------	---	---	---	---

What you will do to contribute

Health Safety and Wellbeing	• Lead the team in identifying and addressing safety hazards. • Promote a culture of safety and wellbeing across all property activities. • Ensure compliance with KiwiRail's health and safety standards. • Encourage open discussions about safety and wellbeing. • Report incidents promptly and support proactive hazard management.
Customer Focus	• Focus the team on delivering high-quality service to tenants and stakeholders. • Act on customer feedback to improve lease management processes. • Build strong relationships with key clients to enhance KiwiRail's reputation. • Ensure tenant needs are understood and met through effective engagement.
High Performing Teams Skills	• Set clear goals and expectations for the Southern Leasing team. • Delegate tasks effectively based on team strengths. • Provide feedback and development opportunities to improve team performance. • Promote collaboration and resolve barriers to effective teamwork.
Commercial Acumen	• Use commercial data to inform leasing decisions and portfolio strategies. • Monitor market trends and valuation practices to ensure competitive rental rates. • Present sound business cases for new leasing opportunities. • Align leasing activities with KiwiRail's financial and strategic goals.
Other Role-Relevant Competences	• Coordinate lease workflows and priorities across the team. • Maintain professional conduct to support KiwiRail's reputation in the property industry. • Develop strategic relationships to unlock future growth opportunities. • Ability to influence others at a senior level into achieving outcomes impacting on the organisation. • Work with large degree of independence but within business unit plans and policies.



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:

- Lease terms, renewals, and rent reviews
- Debt management and recovery
- Portfolio performance and revenue strategies
- Performs complex problems requiring developing new approaches/solutions and recommendations for future actions
- Team leadership and workflow prioritisation

Human Resources Delegations	People Leader
Direct reports	3
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 7 to 10 years of proven experience in lease management, business skills and negotiations.
- You've led teams and managed complex property portfolios.
- You understand land ownership and tenure systems.
- You're familiar with valuation practices and commercial property management.
- You've worked in difficult projects requiring logical problem solving skills.
- You're skilled in Microsoft Office and Geographic Information Systems.
- You write clearly and communicate effectively with diverse stakeholders.

Ways of working / Work-related qualities

- You lead your team to identify and address safety hazards.
- You seek out diverse perspectives and incorporate them into decisions.
- You speak with enthusiasm and tailor messages to different audiences.
- You guide your team through challenges with confidence and resilience.
- You promote collaboration and ensure team goals align with KiwiRail's strategy.

Other Requirements

- You hold a current and valid NZ driver's licence.
- You're willing to travel across the Southern region.
- You can pass regular drug and alcohol screenings.

Qualifications

You need either:

- You have a relevant tertiary qualification in Property Management, Valuation, or Real Estate.

Or

- You have equivalent industry experience in commercial property management.

**CREATING
STRONGER
CONNECTIONS**

