



# Senior Project Manager

## Position Description

Team:	Property	Location:	Christchurch
Reports to:	Capital Programme Manager - Property		
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

The Project Manager is responsible for delivering a range of projects overseen by the Facilities Delivery Team. Delivery may include some or all of the following tasks within the project lifecycle::

- Feasibility studies
- Recommendation
- Detailed design
- Procurement
- Construction
- Commissioning
- Close out
- Review

The Project Manager will be committed to keeping close control of time and money while driving an attitude of absolute safety, innovation and improvement. The incumbent will ensure timely reporting of the key information from the projects to governance panels and relevant stakeholders, so the progress of the overall project is easily understood by the business as a whole.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to “walk the safety talk”

### Key Accountabilities

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

#### Project Management

- Develop and manage project plans, including timeframes and budgets, to ensure effective implementation.
- Monitor progress against scope, quality, milestones, and standards, and communicate updates clearly.
- Coordinate input from internal teams, external consultants, and stakeholders to ensure alignment.
- Manage resources and establish project teams to support successful delivery.
- Prepare procurement documentation and oversee procurement processes.
- Define timelines and key milestones, ensuring they are met.

<b>Key Relationships</b> Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Facilities Planning Manager			✓	✓
	Facilities Leadership Team		✓	✓	✓
	Services and Access Leadership Team		✓	✓	
	Resource Management Act Team			✓	✓
	Internal service providers		✓	✓	
External	Architect	✓		✓	
	Contractors	✓		✓	
	Engineers	✓		✓	
	Other Consultants as required	✓		✓	



## What you will do to contribute

<b>Health Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Promote a safety-first culture and ensure compliance with all safety regulations</li> <li>• Manage hazard identification, safety inductions, and communications to mitigate risks.</li> <li>• Monitor and report incidents and implement corrective actions.</li> <li>• Ensure compliance with HSE legislation and best practices.</li> <li>• Analyse safety reports to identify trends and reduce incidents.</li> <li>• Respond promptly and effectively to safety incidents and near-misses and escalate as required.</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>• Identify key stakeholders early and balance their needs with available resources.</li> <li>• Maintain strong relationships and clear communication with KiwiRail staff and external stakeholders,</li> <li>• Continuously assess risks, scope changes, and develop solutions to minimise impacts on cost, time, and quality.</li> <li>• Evaluate competing options and make informed recommendations.</li> <li>• Monitor consultant and contractor performance, conduct reviews, and ensure quality deliverables.</li> </ul>
<b>High Performing Teams Skills</b>	<ul style="list-style-type: none"> <li>• Set clear performance standards aligned with KiwiRail's goal</li> <li>• Build a supportive and cooperative team environment.</li> <li>• Provide timely and constructive feedback</li> <li>• Actively seek diverse perspectives in problem-solving</li> <li>• The ability to escalate when required</li> </ul>
<b>Commercial Acumen</b>	<ul style="list-style-type: none"> <li>• Manage project budgets and take corrective actions to meet financial objectives.</li> <li>• Prepare expenditure plans, forecasts, and cashflows with clear documentation.</li> <li>• Support delivery of value-for-money outcomes from vendor and contractor engagements.</li> <li>• Monitor programme and cashflow performance against baselines, identify variances, and implement corrective actions.</li> <li>• Provide regular project reports and updates.</li> </ul>

## Decision Making

The role is accountable for operational decisions related to project delivery and for providing advice to project team members and stakeholders on day-to-day matters.

Key decision-making requirements of the position include:

- Project management and delivery decisions
- Risk management decisions
- Project resourcing, planning and scheduling decisions.

<b>Human Resources Delegations</b>	Nil
<b>Direct reports</b>	0
<b>Finance Delegations</b>	0
<b>Budget (operating and capital)</b>	\$2-6 Million
<b>Travel Delegations</b>	Nil
<b>Statutory powers</b>	Nil

## Physical demands and the nature of work

This role is administration-based and requires:

- prolonged sitting and high computer usage
- travel to sites for inspections and site meetings.
- 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

### Essential

- Proven project management experience (5+ years) in large, operational environments.
- Ability to manage competing priorities and deliver complex projects
- Strong interpersonal and relationship-building skills.
- Experience in financial forecasting and CAPEX budgeting
- Working knowledge of the Building Act, RMA, and Health & Safety at Work Act.
- Good understanding of NZS 3910, NZS 3915 and ACENZ short form contracts

### Desirable

- Experience in transport, infrastructure, or heavy industry environments.
- PRINCE 2, PMP Certification or a degree in Property or Engineering.
- Experience with heritage, archaeology, RMA and environmental projects
- Understanding of Government Procurement Rules

### Ways of working / Work-related qualities

- Practical, Collaborative, and outcome-orientated
- Adaptable to shifting priorities and stakeholder expectations
- A natural problem solver and critical thinker

### Other Requirements

- Current and valid NZ driver's License
- Able to pass pre-employment medical and drug & alcohol screening

**CREATING  
STRONGER  
CONNECTIONS**

The KiwiRail logo, featuring the word "KiwiRail" in a bold, sans-serif font, followed by a stylized graphic of a kiwi bird's tail feathers.