



## Senior Quantity Surveyor – CPAD

<b>Team:</b>	Drury Rail Stations	<b>Location:</b>	Millenium Centre, 604 Great South Road, Ellerslie, Auckland
<b>Reports to:</b>	Commercial Manager - AMP		
<b>Role Type:</b>	Fixed Term: till 30 November 2026		

### 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.

In this role you will focus on procurement support, financial, commercial and risk reporting, cost estimating/budgeting/reviewing, project cash flow/cost control, system and governance overview, monitoring and reviewing the project's commercial, risk and financial performance against budget, to ensure accurate forecasting and early warning of opportunity and risk is maintained. The role will also be responsible for supporting the finance and administration teams alongside the Lead Quantity Surveyor.

As part of the role, there will be the need to proactively work across multiple business units and with multiple stakeholders to get alignment to achieve successful outcomes. A high level of professionalism, advanced communication skills, a critical mind and tenacious approach will be necessary to achieve this.

Health and Safety is an important part of how KiwiRail operates. All CPAD team members will be expected to "walk the safety talk".

### Key Accountabilities

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

#### Procurement Support

- Supporting and coordinating with the Procurement Lead, providing QS/Commercial input for tenders, from the initial preparation, negotiation, evaluation and all the way through contract award, ensuring "value for money" and risk management.
- Prepare tender and contract documents, including bills of quantity.
- Evaluate tenders from contractors and subcontractors and, where appropriate conduct negotiations.
- Prepare budget analysis based on the IFC, engineering estimates, materials and labour requirements. Set up projects/budget/cost estimate in KiwiRail Finance System (SAP).
- Providing and reviewing pricing for contracts.
- Working in collaboration with tender and project managers to establish contracts.
- Undertake project procurement in line with KiwiRail policies and procedures.
- Ensure that any contracts entered have terms and conditions that are appropriate for KiwiRail, with commercial risks identified.
- Ensure that the supply chain is engaged appropriately with the correct contract terms and conditions.
- Review and compilation of supply chain contract documentation.
- Update Commercial Risk Register.
- Prepare project Commercial Management Plan.

#### Financial and Contract Management

- Supporting and coordinating with the wider team and Programme Managers, to provide QS/Commercial input during project delivery phase, including risk management, cost control, contingencies and variation management, executing both downstream and upstream claims.
- Ensure robust, accurate and timely cost and value at the project level.
- Executing progress payments for suppliers and sub-contractors, including issuing certification of subcontractor monthly valuations and final accounts.
- Undertaking cost audits between project delivery and contract.
- Evaluation of supplier and sub-contractor performance.

- Reporting monthly on cost activity against budgets and any arising cost/contractual issues with managers.
- Monitor and keep track of project progress and responsible for the measurement and valuation of variations in the work during the contract, agreement of interim payments and final account.
- Cost management and financial reporting.
- Continuously develop and review QS methodologies.
- Provide subject matter and technical expertise.
- Ensure accurate cash flow reporting.
- Carry out cost management including forecasting, and cost to complete
- Update the monthly CVR reporting and forecasting, cost and commercial plans and have accountability, along with the project team for the commercial performance and strategy.
- Work with the project teams to manage the finances for the project, providing advice to the project delivery team on commercial and contractual matters including reviewing and drafting of correspondence.
- Working with the project team to keep the project within budget.
- Ensure that construction costs and production are managed as efficiently as possible.
- Oversee resolving disputes between contracting parties.
- Take responsibility of projects from contract award through to Final Account agreement.
- Cost-management, control all stages of projects within predetermined budget and expenditure.
- Management and administration of sub-contractor accounts.
- Measurement, pricing and valuation of post contract variations.
- Communicate regularly with project team and subcontractors to ensure commercial controls are in place, understood and always followed.
- Prepare and submit upstream claims to client and/or funding stakeholder, on a regular base.

### **Customer and Supplier Leadership**

- Provide guidance to KiwiRail's teams, project stakeholders as well as Quantity Surveyors within the team to ensure all relevant people are kept informed and connect in their decision making.
- Establish yourself as a credible partner and provide support to the Finance and Administration teams, alongside the Lead Quantity Surveyor
- Ensure KiwiRail's customers are at front-of-mind (even when some technical issues may be several steps removed from the customer). Use position to help communicate this widely.
- Help foster a positive profile for the Auckland Network Programme team and initiatives.
- Supplier relationship, contract management and supplier performance review from procurement to projects delivery.

### **Zero Harm**

- Responsible for complying with all rail safety system standards, procedures and statutory requirements within your area of responsibility.
- Responsible for your own safety and that of other rail employees, contractors and visitors within your work environment.
- Responsible for the identification, reporting and initial control of any safety or environmental hazard identified within your area to your immediate manager.
- Adhere to KiwiRail's health and safety requirements and take responsible for maintaining a proactive approach regarding both personal wellbeing as well as that of fellow employees, associated client personnel, sub-contractors and members of the public.
- Report all accidents and incidents to your immediate supervisor within one hour

## Key challenges

As part of the role, there will be the need to proactively work across multiple business units and with multiple stakeholders to get alignment to achieve successful outcomes. A high level of professionalism, advanced communication skills, a critical mind and tenacious approach will be necessary to achieve this.

- Managing budget constraints, handling scope changes, ensuring accurate cost estimations.
- Effectively communicating complex financial data and managing stakeholder expectations.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Project Director		✓	✓	
	Service and Access Teams	✓			
	Services and Access Leadership Team		✓	✓	
	Senior management across SDO		✓	✓	
	Internal service providers		✓	✓	
External	CRL		✓		
	Auckland Transport		✓	✓	
	WorkSafe		✓	✓	
	Service providers		✓	✓	

## What you will do to contribute

<b>Health Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Implement safety procedures and ensure team compliance</li> <li>• Analyse workplace risks and develop mitigation strategies</li> <li>• Promote a culture of safety and wellbeing within your team</li> <li>• Respond effectively to safety incidents and near-misses</li> <li>• Support team members' physical and mental health</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>• Provide a positive customer experience</li> <li>• Support a customer-focused culture at KiwiRail</li> <li>• Know our services well and explain them to customers</li> <li>• Respond quickly to customer needs</li> <li>• Develop solutions to meet customer requirements</li> <li>• Solve complex customer issues</li> <li>• Work with colleagues to improve customer outcomes</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>• Identify opportunities for coaching and mentoring</li> </ul>
<b>Commercial Acumen</b>	<ul style="list-style-type: none"> <li>• Plan and monitor resource allocation to achieve team objectives</li> <li>• Consider financial implications when making recommendations</li> <li>• Understand and comply with procurement guidelines</li> <li>• Work with suppliers to ensure quality outcomes</li> <li>• Recognise how financial decisions impact KiwiRail's overall position</li> </ul>
<b>Role specific domain</b>	<ul style="list-style-type: none"> <li>• Follow governance frameworks and systems</li> <li>• Identify and address governance issues early</li> <li>• </li> </ul>
<b>Role specific domain</b>	<ul style="list-style-type: none"> <li>• Choose and adapt appropriate risk management frameworks</li> <li>• Identify and forecast risks, issues, and opportunities in projects</li> <li>• </li> </ul>
<b>Role specific domain</b>	<ul style="list-style-type: none"> <li>• Apply asset management policies</li> <li>• Implement asset management frameworks</li> <li>• </li> </ul>

## Decision Making

**The position is accountable for decisions regarding all financial and contract management, procurement support, customer and supplier leadership and zero harm.**

*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

- 5-10+ years' experience of civil construction / engineering industry.
- Experience and skills managing project single or/and multiple profile circa NZ\$500 – 600M under leadership of the Commercial Manager and senior quantity surveyors.
- High level commercial experience in complex environments.
- Familiarity with current NZ Construction Law.
- Extensive experience in commercial management and procurement of subcontractors.

### Ways of working / Work-related qualities

- Ability to demonstrate a good knowledge of monthly reporting and earned value analysis.
- Excellent team player whilst also holding the ability to work independently on own initiative.
- Excellent time management skills, with ability to work to tight deadlines.
- Experience in cost planning, bills of quantity preparation, measuring cost plans and contract administration on commercial construction projects.

### Other Requirements

- Experience in the Rail Sector.
- Procurement of complex and/or large projects over NZ\$100M+ tender.

### Qualifications

You need either:

- You have a relevant degree in quantity surveying, or equivalent.

And desirable to have a

- Membership of NZIQS, RICS or equivalent.

**CREATING  
STRONGER  
CONNECTIONS**



KiwiRail 