



## Lease Coordinator

Property – Wellington

<b>Team:</b>	Property Team	<b>Location:</b>	Wellington Railway Station
<b>Reports to:</b>	Leanne O'keefe – Senior Lease Manager - Southern		
<b>Role Type:</b>	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 role of the Lease Coordinator is to ensure that all leases, licenses and grants are processed and managed in line with lease contracts and KiwiRail's procedures. This role is responsible for the identification of potential revenue opportunities through lease contracts and lease renewals. This role is also involved in tenant liaison, debt management and rent reviews. This position will be responsible for a geographically diverse portfolio of leases including grazing, corridor leases and licenses and grants.

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:

#### Administration

- Updating the current lease, licence, and grants portfolio to current property policy standards.
- Preparation and completion of all new leases, licences, and grants documentation in line with standard operating procedures.
- Effective negotiation of leases licences and grants key lease terms including reviews and renewals.
- Systematic review of the whole portfolio to identify and capture revenue opportunities, to meet the expected growth targets.
- Preparation of documentation, including negotiations of variation to the existing lease terms and conditions.
- Manage enquires and the shared inbox.
- Ensure rents and fees charged are at commercial market rates and where approved valuations are undertaken through external valuers as directed by Lease Managers.
- Manage all key lease dates including rent reviews and document follow the processes outlined in the documentation.
- Undertake debt collection and other lease enforcement activities, assisting accounts receivable.
- Maintain a high standard of professional behaviour and a strong customer focused approach and display appropriate behaviour when dealing with internal staff, customers, sub-contractors and members of the public.
- Perform all other reasonable accountabilities as requested by the Lease Managers and the General Manager.

### Key challenges

- Identifying and managing diverse encroachment issues.
- Prioritizing workload
- Effectively communicating with a diverse customer base

<b>Key Relationships</b> Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	GIS specialist			✓	✓
	Grants team			✓	✓
	Leasing team			✓	✓
	Senior management		✓	✓	
	Internal service providers			✓	
External	Customers	✓			
	Local councils		✓	✓	
	Other government agencies		✓		
	Service providers		✓	✓	



## What you will do to contribute

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### Health Safety and Wellbeing

- Responsible for complying with all rail safety standards, procedures and statutory requirements
- 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 the area to your immediate manager
- Adhere to KiwiRail's health and safety requirements
- Report all accidents and incidents to your immediate supervisor within one hour

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### Customer Focus

- Provide a positive customer experience
- Support a customer-focused culture at KiwiRail
- Know our services well and explain them to customers
- Respond quickly to customer needs
- Develop solutions to meet customer requirements
- Solve complex customer issues
- Work with colleagues to improve customer outcomes

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### High Performing Teams Skills

- Be part of a supportive and cooperative team environment
- Provide timely and constructive feedback
- Actively seek diverse perspectives in problem-solving
- Identify opportunities

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### Commercial Acumen

- Consider financial implications when making recommendations
- Understand and comply with procurement guidelines
- Work with suppliers to ensure quality outcomes
- Recognise how financial decisions impact KiwiRail's overall position

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### Role specific domain

- Identify customers using land without agreements.
  - Follow property procedures
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## Decision Making

The position is accountable for decisions regarding encroachments of land in the corridor and providing feedback to management.

Key decision-making requirements of the position include:

- Prioritizing workload
- Making recommendations to management

<b>Human Resources Delegations</b>	Nil
<b>Direct reports</b>	Nil
<b>Finance Delegations</b>	Nil
<b>Budget (operating and capital)</b>	Nil
<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
- limited walking, standing, twisting, bending (at the waist), crouching (bend knee)
- carrying of laptop and paperwork when alternating between home and office



## About you

### Knowledge and experience

- 3 years minimum recent proven experience in lease administration, leasing, and general property management functions.
- Understanding of land ownership and tenure systems.
- Strong customer service background.
- Able to use the range of Microsoft applications including MS Word, MS Excel, MS Project, MS PowerPoint to an intermediate level.
- Working knowledge of Property Management databases and Geographical Information Systems,
- High Standard of written communication including report writing ability.

### Ways of working / Work-related qualities

- You're flexible and practical
- You are self-driven
- You build rapport with customers, ensuring their needs are understood and met.
- You speak clearly and confidently, tailoring your communication to different audiences
- You take ownership of challenging goals and are proactive in seeking opportunities.

### Other Requirements

- You can pass regular drug and alcohol screenings

**CREATING  
STRONGER  
CONNECTIONS**

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