



Procurement Manager – Infrastructure

Group Procurement Team

Team:	Group Procurement	Location:	Auckland/Wellington
Reports to:	Procurement Category Manager Rail Infrastructure and Services	Job family:	Commercial / Finance
Role Type:	Commercial	Salary:	Grade 7

About Us

KiwiRail's Role in Aotearoa, New Zealand

KiwiRail delivers sustainable and inclusive growth for our customers, our communities and our people.

For more than 150 years, rail in New Zealand has connected communities, delivered goods and people around the country and showcased our spectacular scenery to the world. Our purpose 'Stronger Connections, Better New Zealand,' speaks to connected people, networks, journeys, experiences, and ways of working that move KiwiRail, the transport sector and New Zealand forward.

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.



Health, safety and wellbeing is our number one priority. Good safety is good business

About the Role

Purpose of the role

The Procurement Manager – Infrastructure role is part of Group Procurement.

The purpose of the role is to provide procurement management expertise across the Plan-Source-Manage lifecycle to support the effective delivery of capital expenditure, operating expenditure, and funded programs of work primarily in the Infrastructure business unit.

The Procurement Manager will be a procurement contact for the rail network investment programme (RNIP). This role will have primary accountability for the provision of commercial and procurement information, advice, support, and assistance to relevant managers, will lead the delivery of various procurements.

As a senior level business partner, the Procurement Manager is expected to influence, challenge and provide high quality, independent, valued advice to the Programme Business Manager, Programme Director and Finance Managers as well as Project Managers.

Safety, Health and Wellbeing (SHW) is an important part of how KiwiRail operates. You will be a safety leader and will be expected to “walk the safety talk” through all actions both onsite or in the office environment.

The role may have an aspect of providing probity guidance from time to time. In the longer term the expectation is that probity best practice will be developed, and the tender manager will be coached to be primarily responsible for probity

Key Accountabilities

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

- Procurement Management
 - Provide strategic level advice and support to the funded / RNIP capital programme to ensure that procurement strategies will deliver project and organisational requirements.
 - Develop and deliver innovative procurement strategies to efficiently deliver works at pace while meeting KiwiRail policies, Government Procurement Rules and guidelines.
 - Develop and ensure the delivery of a procurement plan for the funded projects / RNIP programme.
 - Provide high quality and timely procurement and commercial support for the Infrastructure Programmes.
 - Lead the Programmes procurement, ensuring that robust procurement processes are followed for engaging suppliers and contractors, in compliance with KiwiRail procurement processes ensuring that probity is met.
 - Support the plan-source-manage life cycle for Procurement.

- Sourcing/Tender Management
 - ” Champion” the application of plan-source-manage plan, source, manage as well as ensuring that tendering best practice at KiwiRail is achieved;
 - Responsible for planning, preparing, review and implementation of procurement activities and documentation, including strategic procurement plans (SPP), EOI, RFT/RFP, NTT, and tender evaluation plans. These reviews include evaluating solicitations and contracts and as well as evaluating procedures for conformance with Government Procurement as well as KiwiRail operating policies and procedures;
 - Solicit input from key stakeholders in order to ensure that procurement requirements are identified and considered before drafting SPP’s, issuing tenders and/or negotiating agreements;
 - Develop cost models of suppliers and processes; Identify costs and operating efficiencies/benefits in supplier processes in order to achieve value for KiwiRail;
 - Lead the tender evaluation team during the supplier evaluation and negotiation process.

- Coach and mentor internal procurement stakeholders that operate in a centralised but devolved procurement structure.
- Support the financial initiatives and provide input to the fiscal management including capital and operating expenditure, budgeting, forecasting resulting from procurement activities as required.
- Provide procurement expertise and lead on procurement projects from concept through to contract implementation.
- Application of best practice procurement processes.
- Provide input into and support of ongoing contract negotiations and variation.

- **Contract Establishment**
 - Ensure the preparation of tender and contract documents are of high standards and that they appropriately manage risks to KiwiRail.
 - Responsible for managing, valuing, negotiating contract finalisation.
 - Project reporting including oversight of record management systems and compliance.
 - Contract performance review and monitoring.

- **Supplier vendor relationship management (SVRM)**
 - Drive the vendor categorisation process for nominated categories.
 - Develop and operationalise a relationship management plan for identified SVRM_suppliers.
 - Lead and manage the supplier SVRM relationships with a view to grow overall relationship value.
 - Derive insights from supplier engagements and share outcomes with business units.
 - Follow through to resolution_raise any invoice queries / discrepancies with suppliers and follow through to resolution.

- **Reporting**
 - Draft Recommendation to Award, and CERF documents for approval.
 - Draft documents for the board and business case as required.
 - Provide the expert advice to support PM to set up WBS/CBS structure for budgeting and cost management purpose.

- **Risk**
 - Be a key contributor in the provision of SME advice for the risk management process in the programme, working with the project managers to ensure the development of a robust project risk assessment and effective risk management.
 - Support and engage with the project teams to ensure that effective risk management is in place for each project.
 - Ensure risk factor is well balance and distributed between KiwiRail and suppliers/contractors fairly based on the fact of which party has the best control of risk.

Key challenges

- Managing the appropriate allocation of resources in a cost saving environment
- Managing and analysing complex and sensitive issues
- Facilitating the engagement and input of a wide range of stakeholders and managing expectations

Key Relationships		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Here are the key relationships relevant to this role					
Internal	Group Procurement Manager		✓	✓	
	Procurement Category Manager		✓	✓	
	Group IT			✓	
	Group Legal			✓	
	Business Units Finance		✓	✓	✓
	Operating Business Units		✓	✓	✓
	KiwiRail Purchasing & Project Procurement teams			✓	
External	Government Agencies			✓	
	Other External Procurement Teams			✓	
	Suppliers			✓	

What you will do to contribute

Health Safety and Wellbeing

- Implement safety procedures and ensure team compliance
- Analyse workplace risks and develop mitigation strategies
- Promote a culture of safety and wellbeing within your team
- Respond effectively to safety incidents and near-misses
- Support team members' physical and mental health

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

High Performing Teams Skills

- Set clear performance standards aligned with KiwiRail's goal
- Build a supportive and cooperative team environment
- Provide timely and constructive feedback
- Actively seek diverse perspectives in problem-solving
- Identify opportunities for coaching and mentoring

Commercial Acumen

- Plan and monitor resource allocation to achieve team objectives
- 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

Project Governance

- Follow governance frameworks and systems
- Identify and address governance issues early
- Improve and maintain probity standards
- Implement project management best practices
- Monitor and review project performance regularly

Risk Management

- Choose and adapt appropriate risk management frameworks
- Identify and forecast risks, issues, and opportunities in projects
- Lead risk assessments and develop management strategies
- Implement risk controls and engage stakeholders in risk management

Asset management

- Apply asset management policies
 - Implement asset management frameworks
 - Analyze asset strategies
 - Address procurement demand through asset planning
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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:

- Procurement Project management and delivery decisions
- Procurement Risk management decisions
- Procurement Data Management decisions

Human Resources Delegations	Nil
Direct reports	Nil
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
- occasional travel to Operating Rail Sites in various NZ locations
- 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're skilled in business data and business process analysis and modelling
- You will have 7+ years of experience in a similar role in a Strategic Procurement function
- You will have knowledge & experience in the construction industry managing commercial and procurement aspects.
- You have familiarity with SAP, Maximo functions which relate to Purchasing, Vendor and Material Master
- You have knowledge and experience of NZ39XX sets agreements, ACENZ, FIDIC and NEC agreements
- You understand the products and services which we procure
- You know how KiwiRail interacts with other agencies and the Government

Ways of working / Work-related qualities

- You communicate well at all levels, including making presentations to key stakeholders
- You make good decisions and are politically aware
- You're flexible and practical
- You focus on customers' needs
- You have a commercial mindset and are able to drive value
- You value diversity and help create an inclusive workplace that is fun & safe to work in

Other Requirements

- You can pass regular drug and alcohol screening prior to commencing work at KiwiRail
- You have a current and valid NZ Full Driver's Licence

Qualifications

You need either:

- You have a relevant degree in business or related topics
- You have tertiary education experience

**CREATING
STRONGER
CONNECTIONS**

The KiwiRail logo is displayed on an orange background. It consists of the word "KiwiRail" in a bold, black, sans-serif font, followed by a stylized graphic of a kiwi bird's tail feathers.