



## Project Manager

### Interislander Transformation

<b>Team:</b>	Interislander Transformation	<b>Location:</b>	Wellington
<b>Reports to:</b>	Transformation Lead		
<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

KiwiRail is in a phase of significant transformation to modernise and grow our rail and Interislander ferry services in Aotearoa.

This role will play a critical role in supporting Interislander to transform our business – commercially, operationally and culturally. The role involves working alongside leaders and initiative owners to deliver projects that improve our services, customer experience and commercial offerings and support investment in our people, assets, systems and infrastructure.

The role combines hands-on project management of initiatives with supporting others to deliver, as well as working on improving overall project management capability.

### Key Accountabilities

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

- Project manage transformation initiatives – from initiation to implementation
- Provide guidance to initiative owners on shaping and delivering transformation initiatives
- Contribute to overall programme management processes, including participating in, or leading, governance forums, planning and reporting and risk management
- Support building project management capability within Interislander

### Key challenges

- Managing multiple priorities and executing across diverse projects
- Ensuring progress is made in a reactive operational environment
- Facilitating the engagement and input of a wide range of stakeholders and managing expectations

<b>Key Relationships</b> Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Transformation Lead		✓	✓	✓
	Interislander Operations		✓	✓	
	Customer and Growth		✓	✓	
	KiwiRail Transformation Office		✓		✓
	KiwiRail Freight and Operations			✓	
	KiwiRail Corporate Services			✓	
External	Contractors	✓		✓	
	Vendors	✓		✓	

## What you will do to contribute

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### 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
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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

- 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
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### 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
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### Project Management

- Scope and initiate projects
  - Develop and execute project plans and associated documentation
  - Manage project resources to ensure delivery
  - Track and communicate project progress
  - Support others to shape and deliver projects
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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:
    - Project management and delivery decisions
    - Risk management decisions
    - Project resourcing, planning and scheduling decisions
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<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

*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 are experienced in all aspects of project management
- You are experienced in leading complex projects that cross asset, people, system and business improvement boundaries
- You will have 5+ years of experience
- You understand busy operational businesses
- Previous proven experience with project management frameworks (e.g. Agile, PRINCE2) or tools (e.g. MS Project, Jira) would be desirable

### Ways of working / Work-related qualities

- You make good decisions and are calm under pressure
- You're flexible and practical and will lean into to whatever needs to be done
- You get the best out of cross functional teams
- You are results focussed and use your initiative to get things done

**CREATING  
STRONGER  
CONNECTIONS**

 KiwiRail