



## Senior Marine Purchasing Officer

### Fleet Operations – Interislander Purchasing Team

<b>Team:</b>	Fleet Operations	<b>Location:</b>	Wellington
<b>Reports to:</b>	Fleet Operations Manager	<b>Job family:</b>	Purchasing
<b>Role Type:</b>	Permanent		

#### 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 Interislander ferry connects our main islands together, Te Moana-o-Raukawakawa (the Cook Strait) is 92 kilometres long. It is this beautiful section that has led to the Interislander becoming recognised as "one of the most beautiful ferry journeys in the world".

As well as providing a memorable tourism experience, Interislander is a vital transport connection between New Zealand's North and South Islands. By carrying trucks and passenger vehicles, Interislander is effectively an 'extension of State Highway One' as well as a critical link for rail freight on our Auckland to Christchurch service.

#### 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 Senior Marine Purchasing Officer plays a critical role in managing purchasing and supply chain activities for the Interislander ferry service. The Senior Marine Purchasing Officer oversees vendor relationships, manages contracts, and implements cost-saving initiatives while maintaining high quality standards. They are responsible for coordinating between marine procurement, inventory management, and warehousing to optimise supply chain processes and minimise costs. This role is essential in ensuring the Interislander ferry service has the necessary resources to operate safely, efficiently, and in compliance with regulatory requirements.

### Key Accountabilities

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

- Manage all purchasing activities for Interislander vessels and spare parts. Develop strategic buying plans to optimise cost-efficiency and quality
- Oversee vendor selection processes, manage complex contracts alongside wider KiwiRail procurement team, and manage relationships with key suppliers locally and internationally
- Lead cost-saving initiatives, including strategic sourcing, volume-based negotiations, and long-term contract development
- Ensure AMOS requisitions are actioned efficiently, implementing systems to improve coordination and realise cost savings through consolidation and strategic purchasing
- Issue Purchase Orders (PO), manage AMOS system upkeep for status of requisitions and purchase orders
- Engage with ships and vendors to ensure timely supply and issuance of invoices
- Manage SAP processing of invoices post good/services supply
- Monitor and report on requisitions/PO status
- Assist department heads with budgets/reports and reconciliation from a spends and forecast perspective
- Work with purchase and finance systems (AMOS and SAP) for processing requisitions, POs and invoices. Along with the Purchase Officer, manage open PO reporting
- Monitor vendor performance with Purchase Officer and KiwiRail procurement team
- Attend Master/Chief Engineer meetings/briefings to familiarise them with central purchase functions and activities
- Oversee maintenance of purchasing records in SAP, ensuring compliance with company policies and developing strategies to enhance data management and reporting
- Collaborate with senior management to align purchasing strategies with KiwiRail's overall objectives and long-term fleet management plans

### Key challenges

- Balancing long-term strategic purchasing goals with immediate operational needs of the ferry service
- Adapting procurement strategies to rapidly changing market conditions and technological advancements in the marine industry

<b>Key Relationships</b> Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Purchase team for Interislander	✓			
	Fleet Operations		✓	✓	
	Vessel's Senior Officers		✓	✓	✓
	Requestors		✓	✓	✓
	Senior management across KiwiRail		✓		✓
	Central Procurement Team			✓	✓
External	Vendors	✓	✓		
	Government officials			✓	✓

## 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
- Work with suppliers to ensure quality outcomes
- Recognise how financial decisions impact KiwiRail's overall position

### Procurement Processes

- Follow procurement policies and procedures
- Identify and address complex procurement challenges proactively

	<ul style="list-style-type: none"> <li>• Implement and improve procurement best practices across Interlander</li> <li>• Monitor and review procurement performance against strategic objectives</li> </ul>
<b>Contract and Vendor Management</b>	<ul style="list-style-type: none"> <li>• Build and maintain positive relationships with suppliers</li> <li>• Communicate effectively with vendors on requirements and expectations</li> <li>• Develop and maintain strategic partnerships with key suppliers</li> <li>• Lead resolution of significant contract disputes and vendor issues</li> <li>• Address long-term supply chain risks through strategic vendor relationships</li> </ul>
<b>Reporting and Compliance</b>	<ul style="list-style-type: none"> <li>• Report on procurement performance and compliance to senior management</li> <li>• Develop and update purchasing policies and procedures to meet changing regulatory requirements</li> <li>• Proactively identify and address potential compliance risks in the purchasing and supply chain</li> </ul>

## Decision Making

The position is accountable for decisions regarding all strategic purchasing objectives and for providing expert advice to senior management, fleet operations, and other stakeholders on complex purchasing and supply chain matters.

Key decision-making requirements of the position include:

- Strategic sourcing decisions for major marine assets and long-term contracts
- Risk management decisions related to supply chain and vendor relationships
- Resource allocation within the marine procurement team
- Approval of high-value purchases and contract terms
- Balancing cost-saving initiatives with operational requirements and quality standards

<b>Direct reports</b>	nil
<b>Finance Delegations</b>	TBC
<b>Budget (operating and capital)</b>	TBC

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 have 8+ years of experience in purchasing and supply chain (with 3-4 of those years in Marine), with a strong background in marine or transportation industry purchasing.
- You're an expert in contract management for complex, high-value purchases

- You can use analytics tools for spend analysis
- You know how to develop and implement purchasing strategies aligned with organisational goals
- You have working understanding of marine industry trends, regulations, and supply chain challenges
- You know how Interllander interacts with regulatory bodies, industry partners, and government agencies

#### **Ways of working / Work-related qualities**

- You communicate well at all levels
- You make good decisions considering commercial, operational, and political factors
- You're innovative and can lead change in practice and process.
- You focus on customers' needs
- You focus on long-term value creation while meeting immediate operational needs
- You have a strong commercial acumen and can balance cost savings with quality and risk management
- You value diversity and help create an inclusive workplace

#### **Other Requirements**

- You can pass regular drug and alcohol screenings
- You have a current and valid NZ Driver's Licence

#### **Qualifications**

You need either:

- You have a relevant degree in Engineering, Supply Chain, Business Administration, or a related discipline.

**CREATING  
STRONGER  
CONNECTIONS**