



Tairangahia a tua whakarere; Tatakihia nga reanga o amuri ake nei
Honouring the Past; Inspiring the Future

POSITION DESCRIPTION

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| Job Title | Facilities Coordinator – Old Government Buildings/Chevening |
| Directorate/Team | Operations/ Heritage Assets Central |
| Report To | Manager Heritage Assets Central |
| Role Purpose | The Facilities Coordinator supports the effective operation, maintenance, and ongoing improvement of facilities and assets comprising Old Government Buildings and Chevening Flats in Wellington. This is a hands-on coordination role that works closely with contractors, service providers, tenants, and internal teams to ensure facilities run smoothly, safely, and consistently. |
| Direct Reports | Seasonal, fixed-term, and/or casual staff |
| Key Relationships | Internal – staff in the Heritage Assets Team and wider regional team, Organisational Development (OD) Team, Corporate Services Team. External – building tenants, contractors, service providers and suppliers, and the general public. |

Key Responsibilities

| Responsibilities | Deliverables/Outcomes |
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| Performance Accountability 1 – Maintenance | <ul style="list-style-type: none">• Monitor the condition of the property and manage the operational repairs and maintenance.• Establish and oversee site work contracts as agreed with the Manager Heritage Assets in accordance with the contractual agreement between Heritage New Zealand Pouhere Taonga and respective contractors.• Plan and execute work in accordance with the heritage information and advice in the buildings' Conservation Plans.• Coordinate planned preventative maintenance and reactive works in conjunction with the tenant facilities team.• Schedule and manage contractor site visits, inductions, access, and attendance.• Act as a day-to-day on-site contact for contractors and service providers.• Monitor progress of works and keep internal teams and tenants informed.• Ensure the care and security of the properties and their heritage collection items are managed in accordance with policy and guidelines. |

| Responsibilities | Deliverables/Outcomes |
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| Performance Accountability 2 – Projects | <ul style="list-style-type: none"> • Support/actively participate with the Manager Heritage Assets on major projects at Old Government Buildings and Chevening, and ensure that appropriate advice is sought as required. • Participate in procurement in conjunction with the Manager Heritage Assets and internal and external experts. • Liaise and coordinate with the internal and external members of project teams on planning and execution. • Report as required to the Manager Heritage Assets about the progress of projects, both financial and with regard to programme. • From time to time, support project and/or maintenance needs at other Central Region properties as directed. |
| Performance Accountability 3 – Relationships | <ul style="list-style-type: none"> • Establish and maintain positive and respectful relationships with building tenants and tenant representatives, and stakeholders. • Support, develop, and/or maintain relationships/partnerships with relevant tourism, business, and community groups. • Establish and maintain positive and collaborative relationships with internal team members. • Facilitate access for public visitors at Old Government Buildings. • Provide leadership to staff in a principled, positive and performance-oriented manner. • Achieve clear and effective two-way communication with a wide range of people in all situations. • The role is part of and based in the Central Regional Office, but it is understood that significant time will be spent at the properties; good and sustained communication with the Manager Heritage Assets is essential for making this arrangement successful. |
| Performance Accountability 4 – Budgets, Policies, Procedures | <ul style="list-style-type: none"> • Set budgets in conjunction with the Manager Heritage Assets, and manage these in strict accordance with the allocated budget and with financial policies. • Ensure that contracts and arrangements with suppliers and users of the property are cost effective. |

| Responsibilities | Deliverables/Outcomes |
|---------------------------|---|
| | <ul style="list-style-type: none"> • Where applicable, liaise with the Manager Asset Funding to pursue opportunities for grants, bequests, gifts, etc. • Establish and maintain an understanding of the organisation’s policies and procedures, and abide by them (e.g. information management, finance, etc). |
| Bicultural Responsiveness | <ul style="list-style-type: none"> • Ensure that the Treaty of Waitangi, Te Tiriti O Waitangi and the vision for Māori Heritage (Tapuwae) are promoted. • Have an awareness and sensitivity towards the cultural and spiritual values associated with Heritage New Zealand Pouhere Taonga properties. |
| Health and Safety | <ul style="list-style-type: none"> • Ensure all requirements of health and safety are exceeded. • Manage contracts in accordance with the Heritage New Zealand Pouhere Taonga Health, Safety and Wellbeing Policy. • Report any accidents or workplace incidents promptly. • Identify and where possible eliminate or minimise hazards in the property. |

Essential Competencies and Attributes

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| Customer Service Orientation | <ul style="list-style-type: none"> • Displays a high level of commitment to meeting the needs and aspirations of tenants, stakeholders, and visitors. • Resolves issues in a solution-focused, timely manner. |
| Adaptability | <ul style="list-style-type: none"> • Receptive to new ideas, willing and able to adjust to changing demands and circumstances. • Remains calm, objective and in control in stressful situations and maintains a stable performance under pressure. • Identifies fresh approaches to work to increase efficiency and effectiveness. • A self-starter; seizes opportunities and acts upon them. |
| Professionalism | <ul style="list-style-type: none"> • Demonstrates honesty, integrity, commitment, and loyalty in behaviour and work performance. • Sets high standards of excellence and quality of performance in both self and others. • Is forward-thinking and committed to seeking positive facilities outcomes, proactive approaches and innovative responses. • Makes recommendations and decisions based on appropriate information. |
| Organisational Behaviours and Values | <p>In everything we do, Heritage New Zealand Pouhere Taonga staff demonstrate the following behaviours and values:</p> <ul style="list-style-type: none"> • Tairangahia – Honouring and Respectful • Kotahitanga – Collaborative and Unified • Tatakihia –Inspiring and Progressive • Manaakitanga – Considerate, Demonstrates Integrity and Authoritative |

Desired Qualifications and Professional Experiences

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| <p>Professional Experience and Credibility</p> | <ul style="list-style-type: none">• Experience in managing projects, contracts, contractors, suppliers and facilities management.• Proven ability in positive tenant and stakeholder management.• Understanding of the Health and Safety at Work Act 2015.• Experience in managing budgets.• High level oral and written communication skills.• Strong evidence of working in a collaborative environment and maintaining team cohesion and cooperative work.• Proven ability to develop and maintain internal and external relationships.• Experience in managing staff and/or volunteers is also advantageous. |
| <p>A tertiary qualification, and/or equivalent work experience</p> | <ul style="list-style-type: none">• Desirable in a relevant discipline, such as facilities or property management, heritage or museum management, or heritage conservation.• The person we're seeking will be an excellent communicator and problem solver with experience in operational and project management. |