



## JOB DESCRIPTION

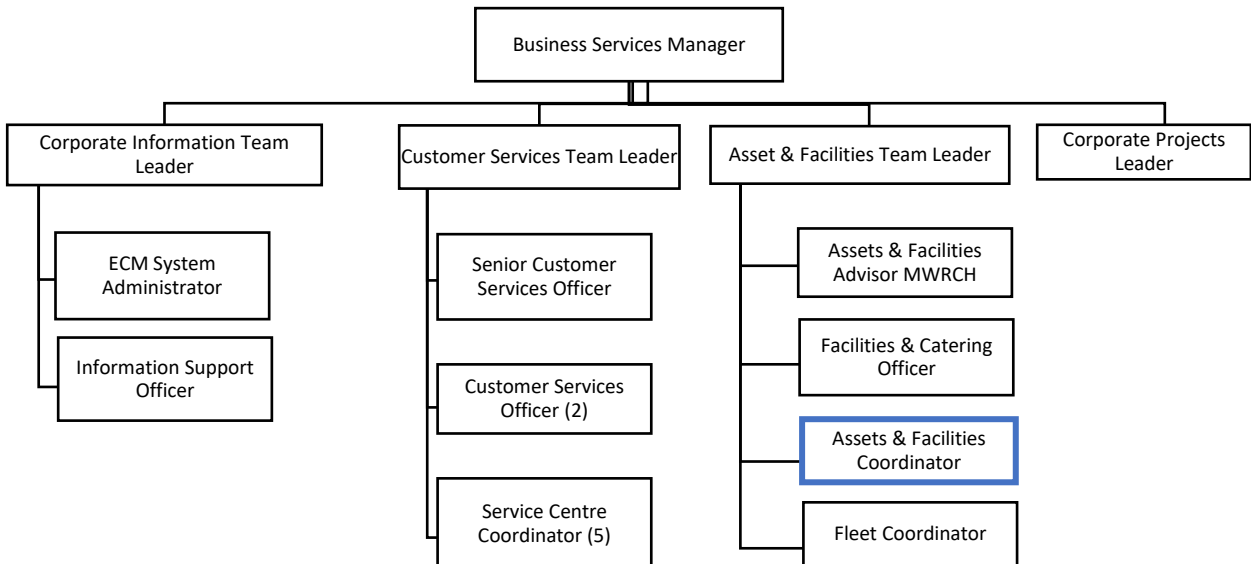
**Job Title:** Assets & Facilities Coordinator – Corporate  
**Grade:** 12  
**Work Unit:** Corporate and Governance Group  
**Responsible to:** Assets & Facilities Team Leader  
**Responsible for:** Nil

**Position purpose:**

The Assets & Facilities Coordinator – Corporate ensures Council’s corporate facilities are safe, compliant, and fit for purpose by coordinating day-to-day operations, maintenance, and asset lifecycle activities. The role supports effective service delivery through contractor oversight, asset system coordination, and accurate reporting, including corporate emissions data.

**Salary:** \$73,611 (85%) – \$86,601 (100%)  
**Date:** April 2026

## ORGANISATIONAL CONTEXT



## FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>▪ Suppliers</li> <li>▪ Contractors and service providers</li> <li>▪ Retail and trade outlets</li> <li>▪ Regulatory authorities</li> <li>▪ Utility providers</li> <li>▪ Lease holders</li> </ul>	<ul style="list-style-type: none"> <li>▪ Corporate &amp; Governance Group staff</li> <li>▪ Senior Management</li> <li>▪ Coordinator Climate Action</li> <li>▪ Service Centre Champions</li> <li>▪ Service Centre Coordinators</li> <li>▪ Other Horizons staff</li> </ul>

## KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
<b>Support Asset Planning and Budgeting</b>	
<ul style="list-style-type: none"> <li>▪ Providing support to the Assets &amp; Facilities Team Leader in asset management planning, reviewing asset policies, and developing supporting systems.</li> <li>▪ Assisting with the preparation of 10-year asset management plans and long-term budgets that support asset strategies.</li> <li>▪ Developing and maintaining three-year business plans.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Administrative and operational activities are completed accurately and on time.</li> <li>▪ Timely and practical asset management advice is provided to the Business Services Manager, particularly in relation to fleet and asset strategy and efficiency opportunities.</li> </ul>
<b>Facilities Management</b>	
<ul style="list-style-type: none"> <li>▪ Coordinating the day-to-day management of council facilities, including offices, depots, and leased buildings.</li> <li>▪ Planning, coordinating, and overseeing facilities maintenance programmes to ensure buildings are safe, functional, and fit for purpose.</li> <li>▪ Managing facilities-related contracts and service providers, including cleaning, maintenance, security, and building services.</li> <li>▪ Ensuring compliance with relevant building, health and safety, accessibility, and environmental requirements.</li> <li>▪ Supporting facilities lifecycle planning, including renewals, upgrades, and space utilisation improvements.</li> <li>▪ Responding to facilities-related issues, incidents, and urgent maintenance needs in a timely manner.</li> <li>▪ Participating in the after-hours Asset Duty Officer roster when required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Council facilities are well maintained, safe, compliant, and suitable for operational needs.</li> <li>▪ Facilities maintenance activities are planned, delivered on time, and within budget.</li> <li>▪ Contractors and service providers perform to agreed standards and contractual requirements.</li> <li>▪ Facilities risks are identified, managed, and resolved proactively.</li> <li>▪ Staff have access to fit-for-purpose work environments that support effective service delivery.</li> <li>▪ Availability is maintained when rostered for after-hours callouts.</li> <li>▪</li> </ul>
<b>Greenhouse Gas Emissions</b>	
<ul style="list-style-type: none"> <li>▪ Coordinating the collection and collation of corporate greenhouse gas emissions data from across the organisation and relevant service providers.</li> <li>▪ Maintaining accurate, complete, and auditable records of emissions-related information.</li> <li>▪ Preparing and producing annual corporate greenhouse gas emissions reporting in line</li> </ul>	<ul style="list-style-type: none"> <li>▪ Annual greenhouse gas emissions reporting is completed accurately, on time, and to an appropriate standard.</li> <li>▪ Emissions data is reliable, complete, and supported by clear audit trails.</li> <li>▪ Internal teams and external providers supply required data within agreed timeframes.</li> <li>▪ Reporting tools and systems are populated accurately and consistently.</li> </ul>

<p>with agreed methodologies, standards, and timeframes.</p> <ul style="list-style-type: none"> <li>Working with internal teams and external parties to ensure emissions data is accurate, consistent, and provided on time.</li> <li>Entering emissions data accurately into required calculation and reporting tools.</li> <li>Updating the Corporate Emissions Reduction Plan on an annual basis to reflect the findings, trends, and insights identified through emissions reporting.</li> </ul>	<ul style="list-style-type: none"> <li>The Emissions Reduction Plan is reviewed and updated annually, clearly reflecting reported results and evidence-based findings.</li> <li>Emissions reporting and documentation supports compliance, organisational learning, and continuous improvement.</li> </ul>
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### Asset Management Systems and Maintenance

<ul style="list-style-type: none"> <li>Managing day-to-day operation of Asset Management Systems.</li> <li>Entering and maintaining accurate corporate asset data in Asset Management Systems.</li> <li>Coordinating three yearly condition assessments of all corporate assets.</li> <li>Supporting the purchase and disposal of assets.</li> <li>Assisting with lease planning and administration.</li> <li>Reviewing current asset management practices to identify improvement opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>Asset information is accurate, complete, and entered in a timely manner.</li> <li>Any asset management issues are promptly identified and communicated to the Team Leader.</li> <li>Condition assessments are current.</li> <li>Assets are purchased and disposed of in accordance with council policy.</li> <li>Accurate and timely advice is provided to both internal and external stakeholders.</li> <li>Asset management practices are regularly reviewed and improved in consultation with the Team Leader.</li> </ul>
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### Procurement

<ul style="list-style-type: none"> <li>Assist Team Leader in procurement of asset and facilities related services.</li> <li>Providing asset procurement advice when required.</li> <li>Managing select asset and facilities contracts as designated by the Team Leader.</li> </ul>	<ul style="list-style-type: none"> <li>Asset procurement is completed in line with policy and best practice.</li> <li>Contracts are managed in accordance with policy, legislation, and recognised best practice.</li> </ul>
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### Risk Management and Performance Improvement

<ul style="list-style-type: none"> <li>Appraise and manage risk across asset and facilities operations</li> <li>Apply AM processes and systems and relevant facilities management controls</li> <li>Maintain progress and performance</li> <li>Initiate or report corrective action as required</li> </ul>	<ul style="list-style-type: none"> <li>Risk assessment and management systems applied regularly</li> <li>Contribution to AM quality standards and performance is provided and discrepancies reported</li> <li>Corrective actions taken on performance or compliance issues</li> </ul>
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### Relationship Management

<ul style="list-style-type: none"> <li>Build and maintain strategic relationships with internal customers and key external suppliers, including facilities service providers</li> <li>Actively engaging with stakeholders to understand their needs and recommend appropriate solutions.</li> <li>Supporting and assisting other team members as required.</li> </ul>	<ul style="list-style-type: none"> <li>Strong working relationships are maintained with consistent and effective communication.</li> <li>Internal customers receive appropriate support to adopt asset management practices and decisions, balanced with operational needs.</li> </ul>
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### Project Management and Support

<ul style="list-style-type: none"> <li>Support management and implementation of asset and facilities-related projects and initiatives as directed.</li> </ul>	<ul style="list-style-type: none"> <li>Project management processes are applied effectively to achieve agreed outcomes.</li> <li>Asset projects are delivered in line with approved plans.</li> </ul>
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<ul style="list-style-type: none"> <li>▪ Providing regular progress reporting to the Team Leader and Business Services Manager.</li> <li>▪ Supporting the organisation's approach to business excellence, efficiency, and quality systems.</li> <li>▪ Conducting quality reviews and recommending improvements to corporate asset management and organisational efficiency.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stakeholders are kept informed of project progress.</li> <li>▪ Continuous improvement initiatives deliver practical benefits without creating unnecessary workload.</li> </ul>
<b>Corporate Contribution</b>	
<ul style="list-style-type: none"> <li>▪ Maintaining professional development.</li> <li>▪ Completing performance development and health and safety responsibilities.</li> <li>▪ Participating in emergency management activities when required.</li> <li>▪ Contributing to corporate projects and cross-team initiatives.</li> <li>▪ Completing required administration and reporting tasks.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Corporate responsibilities are completed accurately, on time, and to agreed standards.</li> <li>▪ Contributions to projects and initiatives are effective and valued.</li> <li>▪ Administrative requirements are met consistently and accurately.</li> </ul>

## PERSON SPECIFICATION

### Essential

- A minimum of three years' practical experience working in a facilities, asset management or related role.
- Strong written communication skills, with the ability to produce clear and accurate documentation and reports.
- Sound knowledge and practical experience in business planning and project management.
- Proven experience managing contracts and supervising contractors and/or staff.

### Desirable

- Knowledge of, and experience working within, a local government environment.
- Experience with business continuity planning and quality management systems.

## KEY JOB COMPETENCIES

### Advanced Knowledge

- Asset and project management principles, processes, and best practice.
- Asset planning, including long-term planning and lifecycle considerations.
- Strong time management skills with the ability to prioritise competing demands.
- Well-developed thinking skills, able to operate at both conceptual and practical levels.
- Knowledge and experience with business continuity systems and frameworks.

### Working Knowledge

- Safe work practices and a commitment to a healthy and safe working environment.
- Political awareness and an understanding of operating effectively within a council environment.
- Policy development and technical report writing.
- Competency in relevant computer applications and systems required for the role.

### Awareness

- An awareness of, and sensitivity to, differing cultural perspectives.

# COMPETENCIES FOR PERFORMANCE DEVELOPMENT

## Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

## Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

## Communication

- Use written and verbal language and style appropriate to the audience and context.

## Teamwork

- Work constructively with people as a team member to achieve a common goal.

## Dependability and Commitment

- Reliable and dedicated to achieving results.

## Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

## Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

## PERSONAL ATTRIBUTES

- Adaptability and flexibility in work practices and schedules.
- Ability to deal with several tasks being "on the go" at the same time.
- Excellent Communication skills (verbal and written).

## REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- As required take part in Assets Duty Roster
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

## DECLARATION

*This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.*

### Ngā uara o Ngā Pae | Horizons Values



#### **Manaakitanga | We care for our places and make a positive difference**

We care for our communities and the region's environments. We care for current and future generations.

#### **He kura te tangata | We treasure our people**

We look after each other, we uphold each other's mana; we use our different skills to support one another.

#### **Mā rau ringa e tutuki ai | We succeed together**

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

#### **Kia Mau Ki Te Tokanga Nui a Noho**

Approved: \_\_\_\_\_ (Manager) Date: \_\_\_/\_\_\_/\_\_\_

Read and Understood: \_\_\_\_\_ (Incumbent) Date: \_\_\_/\_\_\_/\_\_\_