

JOB DESCRIPTION

Job Title: Asset and Facilities Advisor - MWRCH
Known as on remuneration table: Asset and Facilities Advisor - MWRCH
Grade: 14
Work Unit: Business Services
Group: Corporate and Governance
Responsible to: Assets & Facilities Team Leader
Position purpose:

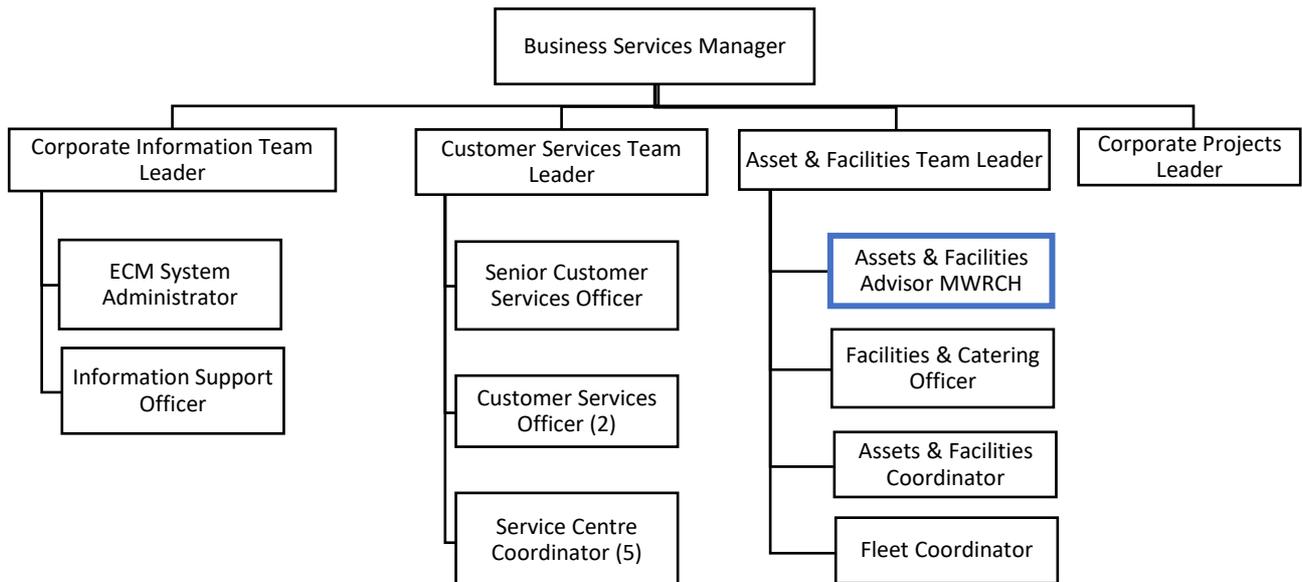
To manage and support the operational performance, maintenance, and commercial outcomes of buildings and facilities within the MWRC Holdings Ltd (MWRCH) investment property portfolio, while also contributing to management of selected Horizons Regional Council (HRC) operational buildings.

The role ensures all properties are safe, compliant, sustainable, well-maintained and delivering strong financial returns. It enhances tenant satisfaction, safeguards the Council's investment, and ensures buildings are fit-for-purpose, efficiently run, and aligned with long-term asset plans.

This role supports MWRC Holdings Ltd (75%) and Horizons Regional Council (25%). As such there is a direct line of communication to the Business Services Manager.

Salary: \$78,989 (85%) - \$92,928 (100%)
Date: March 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Tenants and commercial occupiers ▪ Contractors and service providers ▪ Regulatory authorities ▪ Technical consultants ▪ Utility providers ▪ Insurers ▪ Neighbouring property stakeholders 	<ul style="list-style-type: none"> ▪ Corporate & Governance Group staff ▪ Senior Management ▪ Elected Members ▪ MWRC Holding Ltd Board of Directors ▪ Other Horizons staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Asset Planning and Budgeting	
<ul style="list-style-type: none"> • Contributing to strategic asset planning, policy review, and process improvements. • Reviewing maintenance expenditure and identifying cost-effective options. • Auditing and monitoring operating expenses for net leases. • Providing technical and expert advice and recommendations to inform long-term budgeting and planning. • Producing and maintaining ten-year asset management plans for MWRCH. ▪ Preparing quarterly asset and facilities management reports. ▪ Plans for key capital replacements or maintenance within asset portfolio 	<ul style="list-style-type: none"> ▪ Inputs support the MWRCH Statement of Intent and annual planning cycles. ▪ Budgets are accurately monitored and variances are reported. ▪ Budgets are provided to finance team for inputting. ▪ Physical production of 10-year Asset Management Plans that includes capital replacement. ▪ Asset Management Plans meet best practice standards. ▪ The Board receives evidence-based advice that informs sound decisions. ▪ The Business Services Manager receives timely strategic asset advice. ▪ All asset-related reporting is prepared accurately and on time.
Asset Management and Maintenance	
<ul style="list-style-type: none"> ▪ Supporting acquisition and disposal of building assets. ▪ Supporting lease planning and operational delivery. ▪ Identifying improvements to asset management practices. ▪ Leading day-to-day maintenance and managing related invoices. ▪ Supervising contractors when required. ▪ Participating in the after-hours asset duty roster. 	<ul style="list-style-type: none"> ▪ Asset transactions comply with Council policy. ▪ Stakeholders receive accurate and timely asset advice. ▪ Maintenance requirements are included in asset plans. ▪ Assets are maintained on budget and to agreed standards. ▪ Contractors deliver safe, compliant, and timely work. ▪ The jobholder is reliable and responsive during duty periods.

Procurement	
<ul style="list-style-type: none"> ▪ Providing procurement advice and coordination (respective to area) ▪ Managing contracts for MWRCH properties. ▪ Supporting contract management for HRC buildings. ▪ Advising Business Services manager and Assets & Facilities Team Leader on procurement decisions for assets and services. 	<ul style="list-style-type: none"> ▪ Procurement aligns with policy and provides value for money. ▪ Contracts are well-managed, compliant, and effective. ▪ Suppliers meet required standards and KPIs. ▪ Recommendations are well-informed and support best practice.
Lease Management	
<ul style="list-style-type: none"> ▪ Supporting and advising during lease negotiations. ▪ Managing investment property leases, including payments. ▪ Mediating disputes between tenants and Council/MWRCH. 	<ul style="list-style-type: none"> ▪ Leases are managed in line with legislation and organisational policy. ▪ Positive relationships are built and maintained. ▪ Disputes are resolved constructively for all parties.
Risk Management and Performance improvement	
<ul style="list-style-type: none"> ▪ Identifying and managing property-related risks. ▪ Applying asset management processes, systems, and standards. ▪ Monitoring asset and contractor performance. ▪ Initiating or reporting corrective actions when required. 	<ul style="list-style-type: none"> ▪ Risks are actively managed and mitigated. ▪ Risks and issues are maintained on an up to date register. ▪ Asset management quality standards are met. ▪ Performance issues are addressed promptly. ▪ Compliance and corrective actions are delivered effectively.
Relationship Management	
<ul style="list-style-type: none"> ▪ Developing strong internal and external stakeholder relationships. ▪ Engaging with tenants and internal teams to understand needs. ▪ Identifying concerns early and resolving issues. ▪ Supporting other team members as required. ▪ Maintaining strong connections with contractors, consultants, and suppliers. 	<ul style="list-style-type: none"> ▪ Relationships and communication are consistent and professional. ▪ Stakeholders adopt asset management processes successfully. ▪ Issues are resolved or escalated in a timely manner. ▪ Team collaboration is effective and valued.
Project Management and Support	
<ul style="list-style-type: none"> ▪ Managing small building projects and supporting larger MWRCH projects. ▪ Preparing activity reports and Board submissions. ▪ Plan, make recommendations and manage coordination of refurbishments, fit-outs, capital repairs, and relocations. ▪ Working with architects, engineers, and consultants. ▪ Liaising with regulatory bodies to ensure compliance. ▪ Supporting continuous improvement initiatives. 	<ul style="list-style-type: none"> ▪ Projects meet scope, cost, quality, and time expectations. ▪ Stakeholders are informed throughout project delivery. ▪ Business needs and project objectives are achieved. ▪ Improvements are implemented without excessive organisational load. ▪ Standard project management techniques and practices are adhered to. ▪ Projects provide value and support return on investment where relevant.

Asset Management System Support (SPM)	
<ul style="list-style-type: none"> ▪ Maintaining accurate asset data within SPM and AMP. ▪ Conducting regular condition assessments (minimum three-year cycle). ▪ Reporting any issues with SPM to the Team Leader. 	<ul style="list-style-type: none"> ▪ Asset data is current, accurate, and well-maintained including physical AMP ▪ Condition assessments are completed consistently. ▪ System improvements are identified and actioned where required.
Corporate Contribution (Standard)	
<ul style="list-style-type: none"> ▪ Maintain own professional development. ▪ Undertake Performance Development tasks/responsibilities. ▪ Undertake Health and Safety tasks/responsibilities. ▪ Participate in emergency management training and activities as required. ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Maintain Council plant and equipment. ▪ Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> ▪ Appropriate training and development undertaken as agreed. ▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ▪ Contribution to projects and corporate initiatives is effective and valued. ▪ Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Essential

- At least 5 years experience in an asset facilities, or commercial property management
- A tertiary qualification, or working towards a qualification in asset management, facilities management, construction or a related discipline
- Strong written and verbal communication skills. Experience in business planning and project management
- Contract management and contractor supervision experience. Proven relationship management skills
- Problem solving capacity

Desirable

- Knowledge and experience in Local Government
- Knowledge and experience in business continuance systems and quality systems
- Formal or informal project management qualifications or experience.

KEY JOB COMPETENCIES

Advanced Knowledge

- Asset and project management
- Asset planning
- Time management skills
- Thinking skills at both conceptual and practical levels
- Knowledge and experience in business continuance systems

Working Knowledge

- Safe work practices
- Political awareness in a council environment
- Policy development and technical report writing
- Competent in relevant computer programs

Awareness

- Sensitivity to differing cultural perspectives.

COMPETENCIES FOR PERFORMANCE DEVELOPMENT (Standard)

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

- Adaptable and flexible.
- Able to manage multiple priorities simultaneously.

Calm and organised under pressure.

OTHER 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: ___/___/___