



POSITION DESCRIPTION

BUILDING CONTRACTS & ASSET MANAGER

DIRECTORATE/TEAM	Community Services – Community Resilience & Assets	
REPORTS TO	Head of Community Resilience & Assets	
ROLE PURPOSE	<p>The Building Contracts & Asset Manager plays a key role in shaping a high-performing team and contributing to the organisation’s success. You will lead by example—empowering your team, fostering collaboration, and aligning efforts with strategic goals. Your leadership will create an environment where innovation thrives, and team members feel supported to do their best.</p> <p>This position is responsible for leading the development and delivery of asset management plans, ensuring building compliance with regulatory requirements, managing procurement and performance of maintenance and compliance contracts, and overseeing capital and maintenance planning.</p> <p>You will build strong relationships with internal and external stakeholders, ensuring expectations are met and communicated effectively. A key aspect of the role is to recruit, develop, and retain a skilled team, providing clear goals, coaching, and mentoring to support their growth.</p> <p>To elevate the organisation-wide importance and value of asset management, this position focuses on evaluating, monitoring, and maintaining facilities (buildings/assets) owned by NCC. Emphasising community and user needs, it also integrates strong contract management and enhances resilience by linking community needs with effective asset management during emergencies.</p> <p>You will lead by example – empowering your team, fostering collaboration, and aligning efforts with strategic goals. Your leadership creates an environment where innovation thrives, and team members feel supported to do their best. Building strong relationships with internal and external stakeholders is key, ensuring expectations are met and communicated effectively. You will recruit, develop, and retain a skilled team, providing clear goals, coaching, and mentoring to support their growth.</p>	
DATE REVIEWED:	June 2025	GRADE: 21

Key Accountabilities

What you will do

- Asset Management - Lead the development and delivery of Asset Management Plans, levels of service, and lifecycle strategies within a resilience framework for Council buildings.
- Building Compliance - Ensure all building assets comply with the Building Act and other regulatory requirements through robust systems, schedules, and reporting.
- Contract Management - Manage procurement, performance, and relationships for maintenance and compliance contracts, ensuring quality, efficiency, and value.
- Capital & Maintenance Planning - Develop and oversee building maintenance, renewal, and capital works programmes aligned with Council's strategic and financial planning.
- Stakeholder & Risk Management - Provide expert advice to internal stakeholders, manage health and safety risks, and drive continuous improvement in building asset outcomes.

What you will bring

- A tertiary qualification in property, asset management, engineering, building services, or a related discipline.
- Minimum 8–10 years' relevant experience in building asset management and/or building compliance, including AMP and lifecycle planning.
- Proven experience in contract and contractor management, including procurement, performance monitoring, and delivery of services in complex or multi-site environments.
- Strong knowledge of New Zealand building legislation and standards, particularly the Building Act 2004, Health and Safety at Work Act 2015, and associated building compliance requirements.
- Demonstrated analytical, planning, and reporting skills, including experience in budgeting, forecasting, and risk management associated with building assets.
- Excellent relationship and stakeholder management skills, with the ability to communicate complex technical information clearly and constructively.

Desired:

- Degree or professional qualification in facilities management, engineering, or building compliance.
- Experience working within local government or large public-sector environments.
- Expertise in the integration of community resilience principles into asset and infrastructure planning.
- Excellent relationship management skills, with the ability to influence and partner across a wide range of stakeholders.

Our Values

ICE

INTEGRITY:

- We act in a safe, open, honest and transparent manner.
- In all that we do, we can hold our heads high.

COMMUNITY AND CUSTOMER SERVICE:

- We commit to listening to the needs of our internal customers and community and delivering excellence in service.
- We engage in a friendly, trustworthy and respectful manner, embracing cultural heritage and diversity with an open mind.

EXCELLENCE:

As one team we encourage each other to:

- Set consistent standards, while delivering the highest quality service and celebrating success in this, together.
- Care about the safety, wellbeing and the enhancement of ourselves, community and environment to enable all to flourish and prosper.
- Embrace creativity and flexibility in a safe, collegial environment - where each individual's skills are valued and recognised.

What we all do

- Adhere to Council policies and procedures.
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety at Work Act 2015. Refer to appendix one.
- Take all practicable steps to ensure your own and other's health and safety in the workplace.
- Act as an ambassador for our Council, living the council values.
- Develop and maintain emergency preparedness and planning to ensure resources, people, equipment, and materials are in place and lifelines are identified, prioritised, and integrated into the local and regional structure.
- Participate in and undertake emergency management duties as required (CDEM)
- Support the development and maintenance of recovery work streams.
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position.
- Continue personal and professional development through continuous learning.
- Recruit & recommend staff for hire within organisational guidelines
- Commitment to upholding Te Tiriti o Waitangi and its relevance to the role

Additional Information

Delegations

Direct Reports	3
Financial delegation	As per the NCC Financial Delegation Policy
Key Relationships – Internal	External
<ul style="list-style-type: none"> • Chief Executive • Mayor and Councillors • Executive Leadership Team • People Leaders • All Directorates • Civil Defence • Staff at all levels 	<ul style="list-style-type: none"> • Asset Managers and Engineers of other authorities • Professional services consultant engineers • Legal professionals • Ratepayers and residents • Iwi & Mana Whenua • Hawke's Bay Regional Council • Hastings District Council • Public Health Unit and Ministry of Health

Role Acceptance

I declare that I have read and understand the above position description in relation to my employment with Napier City Council.

Signed & dated	
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