

POSITION DESCRIPTION

Position Title:	Administrator		
Reporting to:	Administration & Finance Team Leader		
Direct reports: Indirect reports:		Location:	Linton Military Camp
Date created:	February 2026	Date last updated:	April 2026

About Us | Mō Mātou

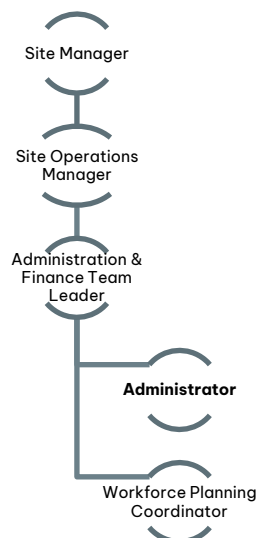
Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to **enhance the wellbeing of our communities** through our shared values of **We Discover, We Deliver, and We Care**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand) and employs approximately 700 kaimahi (employees).

Towards 2030 is Citycare Property's strategy that defines the ideal future state of our business and provides the detail to secure and optimise that future state. The strategy is built around five strategic priorities called the "**High5**". These five priorities provide clear direction on what will matter most in our business through to 2030. They enable Citycare Property to focus investment (time, money and resources), decision making, and action on a clearly defined strategy that is all-encompassing and interlinked in creating value for our shareholder, customers, employees and the wider community.

Primary Focus | Te Arotahi Matua

The Administrator's primary focus is to provide efficient day-to-day operational support through on-site administration and coordination. This includes supporting contract delivery, project activities, compliance requirements, reporting, and maintaining accurate records. The role also ensures effective information flow and timely, accurate data is provided to Defence Estate Infrastructure (DEI).

Your Team | Tō Kapa



Key Accountabilities | Ngā Kawenga Takohanga

Contributing to the “Towards 2030” Strategy through the “High5” priorities	- Decisions and actions taken are made in alignment with Citycare Property’s strategic priorities: 1. We are for Social Infrastructure 2. We are a Good Kiwi Company 3. People and Their Safety are at the Heart of Everything We Do 4. We deliver a World-Class Service 5. We Build, Operate, Maintain, and Renew.
Contract & Commercial Administration	- Provides contract administration support, including processing contract variations, invoicing, and pricing - Monitors and records any non-compliance with contract terms or regulatory requirements - Supports accurate documentation and timely updates required for contract delivery
Communication & Relationships	- Provides day-to-day office administration support and ensures all records are accurate, up to date, and compliant - Ensures all communication is clear, relevant, and supports effective project coordination - Coordinates inductions for team members and subcontractors - Builds and maintains positive, professional relationships with team members, contractors, and stakeholders
Data, Systems & Reporting	- Collects operational asset management data and provides accurate, timely information to DEI - Maintains up-to-date information in CMMIS and ensures regular updates are provided to DEI - Compiles client reports, KPI metrics, and other reporting requirements as needed
Health, Safety & Compliance	- Monitors, maintains, and updates Health & Safety records in accordance with organisational and DEI requirements - Maintains compliance documentation to meet internal and external audit standards - Supports a safe and compliant work environment through adherence to organisational Health & Safety procedures
Organisational Citizenship	- Upholds and exemplifies Citycare Property’s Values every day. - Honours the principles of Te Tiriti o Waitangi and actively promotes cultural diversity and inclusion within the business and our activities. - Undertakes all requirements for training and development in tikanga Māori, te reo Māori, Mātauranga Māori, and Te Tiriti o Waitangi to ensure that the cultural confidence of the business unit is aligned to business expectations. - Participates in the implementation of sustainability and environment initiatives within the business. - Upholds and complies with approved Citycare Property’s policies, plans, and programmes. - Undertakes all personal development and competency training to stay current and able to deliver changing requirements of the role. - Works collaboratively with other professionals (internal and external), ensuring the sharing of knowledge and experience. - Takes all practical steps to ensure communication to kaimahi and outside agencies is professional, timely, and supports the best interests of the business.

	- Establishes and maintains credibility and respect by building strong working relationships across the business. - Develops and supports colleagues, being quick to identify and problem solve any issues.
Additional Duties	- Any other duties of a similar type, as required by the Employer. - From time to time, it may be necessary to consider changes to the key accountabilities of this position so that we are able to adapt to changes in our business environment.

Health, Safety and Wellbeing | Te Whare Tapa Whā

All kaimahi are responsible for and required to:	- Be personally responsible for your own and others' Health, Safety and Wellbeing at work. - Promote and participate in Health, Safety and Wellbeing, maintain a safe workplace, and ensure that all equipment is always used in a safe and correct way. - Be familiar with Health, Safety and Wellbeing procedures. - Always establish and insist upon safe methods and safe practices. - Report all hazards, incidents, and injuries (including near miss incidents) according to procedure and within specified timeframes. - Refuse to do work if you deem it to be unsafe and notify relevant people accordingly.
All People leaders are personally accountable for:	- Managing the Health, Safety and Wellbeing performance of work areas over which they have control, ensuring all work is performed in a safe manner and in a safe environment. - Ensuring all kaimahi and contractors understand and accept their responsibility to promote a safe and healthy workplace. - Ensuring Health, Safety and Wellbeing requirements are always adhered to, including ongoing assessment, training, and recording of kaimahi competencies. - Ensuring all new kaimahi and temporary kaimahi are adequately supervised and trained to reduce the risk of injury, accident, or incident. - Continuing their own development and management competence to deliver Health, Safety and Wellbeing requirements.

Key Relationships | Ngā Hononga Matua

Internal	- All Citycare Property kaimahi including: - Site Manager - Divisional Manager and Team Leaders - Operational team members - Support function team members, including Finance, Administration, People & Culture, Health & Safety - Other site team members as required
External	- Customers - Facilities Management - Tenants - Subcontractors - External Suppliers - General public and businesses affected by contractors - Specialist external consultancies and providers - Professional bodies - Industry stakeholders - Other miscellaneous stakeholders and suppliers

Security Clearance Requirements | Ngā Here Whakawāteatanga Whakahaumarutanga

Security Clearance Requirements	Ability to obtain and maintain any Defence site access and/or security clearance required for the role, as determined by NZDF.
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Qualifications | Ngā Tohu Mātauranga

Essential	NCEA Level 2 or School Certificate equivalent.
Ideal	Business Administration course or diploma.

Experience | Ngā Pukenga

Essential	- Experience in an administration or coordination role within an operational, project, or facilities environment. - Experience managing records, documentation, and reporting. - Experience working with multiple stakeholders (e.g. site teams, subcontractors, clients).
Ideal	- Experience supporting contract administration, variations, invoicing, or pricing processes. - Experience compiling KPI or client reports. - Experience working with asset management systems and maintaining compliance records for audits. - Experience supporting inductions for staff and subcontractors.

Agreement | Whakaaetanga

I have read and understood this position description and, by signing below, accept and agree to deliver these responsibilities.

Signed by Kaimahi (Employee):

Date:

Signed on behalf of the Employer:

Date:

Disclaimer | Te Whakakape

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the organisation. It is acknowledged that to remain current, regular amendments will be required. This is to be coordinated in association with the relevant Leader and the Head of People.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Leader to provide clear goals and objectives, against which individual performance will be managed.