

## POSITION DESCRIPTION

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| <b>Position Title:</b>                             | Asset Lifecycle Planner                    |                           |              |
| <b>Reporting to:</b>                               | Asset Management & Technical Services Lead |                           |              |
| <b>Direct reports:</b><br><b>Indirect reports:</b> | 0                                          | <b>Location:</b>          | Christchurch |
| <b>Date created:</b>                               | 30 June 2026                               | <b>Date last updated:</b> | 30 June 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).

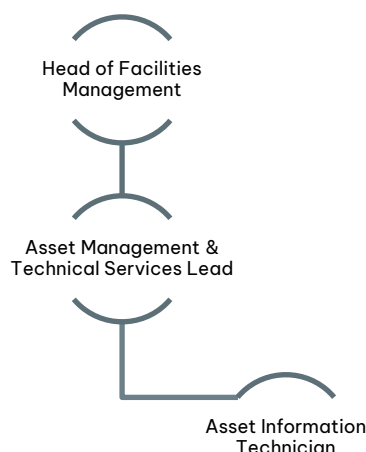
**Towards 2030** is Citycare Property's strategy that defines the ideal future state of our business and provides the detail to secure and optimise that future state. The strategy is built around five strategic priorities called the "**High5**". These five priorities provide clear direction on what will 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 Asset Lifecycle Planner supports Citycare Property's purpose to enhance the wellbeing of our communities by helping customers make informed, evidence-based decisions that improve asset longevity, resilience, service performance, and whole-of-life value. The role is responsible for influencing and developing maintenance strategies, renewal planning approaches, and lifecycle interventions that align with customer service levels, asset criticality, risk, condition, utilisation, and long-term investment objectives.

This role works closely with customers, Facilities Management teams, Asset Information Specialists, Building Assessors, analysts, project teams, and operational leaders to identify under-performing assets, optimise planned and preventative maintenance, support renewal prioritisation, and prepare defensible data-backed business cases. The role may also support or lead targeted data capture and condition assessment activities where additional information is required to support maintenance, renewal, or investment decisions.

### Your Team | Tō Kapa



## Key Accountabilities | Ngā Kawenga Takohanga

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| <b>Contributing to the “Toward 2030” Strategy through the “High5” priorities</b> | <ul style="list-style-type: none"> <li>Decisions and actions taken are made in alignment with Citycare Property’s strategic priorities:               <ol style="list-style-type: none"> <li>We are for Social Infrastructure</li> <li>We are a Good Kiwi Company</li> <li>People and Their Safety are at the Heart of Everything We Do</li> <li>We deliver a World-Class Service</li> <li>We Build, Operate, Maintain, and Renew.</li> </ol> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Lifecycle Planning &amp; Renewal Advice</b>                                   | <ul style="list-style-type: none"> <li>Develop and maintain asset lifecycle planning approaches that support customer service levels, asset longevity, risk reduction, and whole-of-life value.</li> <li>Use asset condition, criticality, utilisation, performance, cost, and remaining useful life information to inform renewal forecasts and investment priorities.</li> <li>Identify and validate assets that are under-performing, high risk, nearing end of life, or creating disproportionate maintenance demand.</li> <li>Prepare clear renewal recommendations and business cases supported by defensible data, customer objectives, and practical delivery considerations.</li> </ul>                                                                                                                                                        |
| <b>Maintenance Strategy &amp; Service Level Alignment</b>                        | <ul style="list-style-type: none"> <li>Influence and create planned and preventative maintenance schedules that align to customer service levels, compliance obligations, criticality, risk, and asset lifecycle needs.</li> <li>Apply appropriate maintenance approaches, including compliance-based, preventative, condition-based, utilisation-based, reliability-centred, and predictive maintenance where suitable.</li> <li>Work with Facilities Management and operational teams to refine maintenance strategies using job history, reactive trends, failure modes, customer expectations, and known asset performance issues.</li> <li>Support transparent service level models, including bronze, silver, and gold maintenance approaches where appropriate, to balance compliance, service performance, cost, and lifecycle risk.</li> </ul> |
| <b>Asset Data, Analysis &amp; Business Case Support</b>                          | <ul style="list-style-type: none"> <li>Use asset data, work order history, cost information, condition assessments, and reporting tools to create actionable insights for customers and internal stakeholders.</li> <li>Translate technical asset information into clear recommendations that support investment planning, maintenance optimisation, renewal prioritisation, and risk management.</li> <li>Prepare supporting information for customer reports, dashboards, asset management plans, renewal programmes, and business cases.</li> <li>Ensure assumptions, limitations, data sources, and decision logic are documented clearly and consistently.</li> </ul>                                                                                                                                                                              |
| <b>Data Capture, Condition Assessment &amp; Practice Uplift</b>                  | <ul style="list-style-type: none"> <li>Support or lead targeted data capture, asset validation, and condition assessment activities where required to support lifecycle, renewal, or maintenance decisions.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|                                                        | <ul style="list-style-type: none"> <li>Define practical data requirements needed to operate, maintain, renew, and report on assets in a structured and repeatable way.</li> <li>Contribute to the improvement of asset management frameworks, lifecycle methodologies, maintenance libraries, data standards, and reporting processes.</li> <li>Provide practical guidance to internal teams to lift asset management maturity and ensure consistent application of Citycare Property standards.</li> </ul>                                                                                                                                                       |
| <b>Customer, Contract &amp; Stakeholder Engagement</b> | <ul style="list-style-type: none"> <li>Work collaboratively with customers to understand their objectives, constraints, funding pressures, risk appetite, and service level expectations.</li> <li>Build trusted relationships with customer asset teams, Facilities Management teams, project teams, subcontractors, and internal stakeholders.</li> <li>Communicate lifecycle planning outputs in a clear, practical, and customer-centred way that supports confident decision-making.</li> <li>Support Citycare Property to be recognised as a strategic partner in asset management and technical services, not only a tactical service provider.</li> </ul> |
| <b>Organisational Citizenship</b>                      | <ul style="list-style-type: none"> <li>Upholds and exemplifies Citycare Property's Values every day.</li> <li>Honours the principles of Te Tiriti o Waitangi and actively promotes cultural diversity and inclusion within the business and our activities.</li> <li>Participates in the implementation of sustainability and environment initiatives within the business.</li> <li>Works collaboratively with other professionals, internal and external, ensuring the sharing of knowledge and experience.</li> <li>Establishes and maintains credibility and respect by building strong working relationships across the business.</li> </ul>                  |
| <b>Additional Duties</b>                               | <ul style="list-style-type: none"> <li>Any other duties of a similar type, as required by the Employer.</li> <li>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.</li> </ul>                                                                                                                                                                                                                                                                                                                                                          |

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## Health, Safety and Wellbeing | Te Whare Tapa Whā

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| <b>All kaimahi are responsible for and required to:</b>   | <ul style="list-style-type: none"> <li>Be personally responsible for your own and others' Health, Safety and Wellbeing at work.</li> <li>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.</li> <li>Be familiar with Health, Safety and Wellbeing procedures.</li> <li>Always establish and insist upon safe methods and safe practices.</li> <li>Report all hazards, incidents, and injuries (including near miss incidents) according to procedure and within specified timeframes.</li> <li>Refuse to do work if you deem it to be unsafe and notify relevant people accordingly.</li> </ul> |
| <b>All People leaders are personally accountable for:</b> | <ul style="list-style-type: none"> <li>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.</li> <li>Ensuring all kaimahi and contractors understand and accept their responsibility to promote a safe and healthy workplace.</li> </ul>                                                                                                                                                                                                                                                                                                                                          |

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|  | <ul style="list-style-type: none"> <li>Ensuring Health, Safety and Wellbeing requirements are always adhered to, including ongoing assessment, training, and recording of kaimahi competencies.</li> <li>Ensuring all new kaimahi and temporary kaimahi are adequately supervised and trained to reduce the risk of injury, accident, or incident.</li> <li>Continuing their own development and management competence to deliver Health, Safety and Wellbeing requirements.</li> </ul> |
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## Key Relationships | Ngā Hononga Matua

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| <b>Internal</b> | <ul style="list-style-type: none"> <li>All Citycare Property kaimahi including: <ul style="list-style-type: none"> <li>Delivery Manager</li> <li>Divisional Managers (BM, OSM, Sub-Contractors)</li> <li>Minor Capital Works Team</li> <li>Operational Staff</li> <li>Support function staff, including Information Technology, Finance, Administration, People &amp; Culture.</li> <li>Other Divisional and Branch Staff as required.</li> </ul> </li> <li>Working in collaboration with shared services with the CCHL Group</li> </ul> |
| <b>External</b> | <ul style="list-style-type: none"> <li>Customers and client representatives</li> <li>External Suppliers.</li> <li>Professional bodies.</li> <li>Industry stakeholders.</li> <li>Other miscellaneous stakeholders and suppliers.</li> </ul>                                                                                                                                                                                                                                                                                               |

## Qualifications | Ngā Tohu Mātauranga

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <b>Essential</b> | <ul style="list-style-type: none"> <li>Relevant qualification, training, or equivalent practical experience in asset management, facilities management, engineering, construction, building services, quantity surveying, data analytics, or a related discipline.</li> </ul>                                                                                                                                                                        |
| <b>Ideal</b>     | <ul style="list-style-type: none"> <li>Bachelor's degree or diploma in asset management, facilities management, engineering, construction management, building services, or a related discipline.</li> <li>Apōpō asset management digital badges or Asset Management Fundamentals Certificate.</li> <li>Familiarity with ISO 55000 asset management principles, IIMM/NAMS guidance, or recognised whole-of-life asset planning practices.</li> </ul> |

## Experience | Ngā Pukenga

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| <b>Essential</b> | <ul style="list-style-type: none"> <li>Experience in facilities management, asset management, building services, maintenance planning, renewal planning, condition assessment, or related asset lifecycle activities.</li> <li>Ability to interpret asset data, maintenance history, condition information, risk, service levels, and cost information to support practical recommendations.</li> <li>Experience preparing clear reports, recommendations, maintenance schedules, renewal inputs, or business case information for customers or internal stakeholders.</li> <li>Strong communication skills, with the ability to translate technical information into customer-centred advice and build trusted working relationships.</li> </ul> |
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|              | <ul style="list-style-type: none"> <li>Strong attention to detail, sound judgement, and a commitment to quality data, defensible decision-making, and continuous improvement.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Ideal</b> | <ul style="list-style-type: none"> <li>Relevant FM and AM experience working with complex customers, public-sector portfolios, large property estates, or multi-site service delivery environments.</li> <li>Experience developing or optimising planned and preventative maintenance strategies aligned to service levels, risk, compliance, and whole-of-life outcomes.</li> <li>Experience using CMMS, asset registers, Power BI, GIS, Excel, or similar reporting and analysis tools to support asset management decisions.</li> <li>Understanding of lifecycle modelling, renewal forecasting, criticality, remaining useful life, asset performance, and whole-of-life cost principles.</li> <li>Understanding and experience of ISO 55000 asset management principles, NAMS/IIMM guidance, or equivalent asset management frameworks.</li> </ul> |

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### **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:**

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### **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.