

## POSITION DESCRIPTION

<b>Position Title:</b>	Project Coordinator		
<b>Reporting to:</b>	Project Portfolio Manager		
<b>Direct reports: Indirect reports:</b>	N/A	<b>Location:</b>	Christchurch
<b>Date created:</b>	11/1/2025	<b>Date last updated:</b>	09/12/2025

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### 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 900 kaimahi (employees). Of these kaimahi, 700 are employed within Citycare Property, with 200 employed within our subsidiary, Spencer Henshaw.

**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.

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### Primary Focus | Te Arotahi Matua

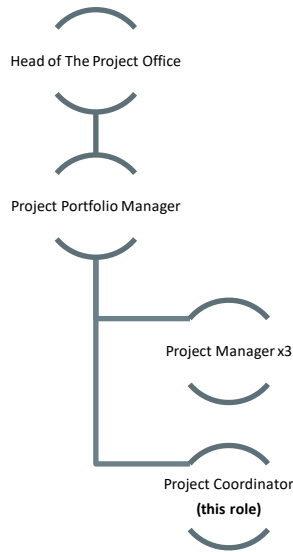
The primary focus of the Project Coordinator is to assist the project team in managing project resources efficiently, ensuring adherence to planned and approved budgets. This involves communication with clients, subcontractors, and internal teams, as well as maintaining high standards of Health, Safety, Quality, and Environmental compliance. Additionally, the role includes supporting Citycare Property's commitment to sustainability and community engagement. The Project Coordinator will support the execution of operational, financial, and customer performance of projects within the Social Infrastructure sector unit. The key support areas will include increasing the project delivery efficiency, subcontractor coordination, health and safety and financial reporting.

Key responsibilities for the Project Coordinator include:

- Project setup in Procore, Pronto and ensuring adherence to the company best practices
- Support of continuous improvement initiatives by ensuring coordination and progress tracking
- Supporting project planning, communications and change management during the project delivery
- Demonstrating and promoting best practices, ethical conduct, and professionalism in project management.
- Utilizing Procore software to support project management activities by championing best practices and monitoring adherence to standards
- Providing support in health, safety, quality, and environmental compliance, including incident reporting and maintaining a safe work environment.

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### Your Team | Tō Kapa



**Key Accountabilities | Ngā Kawenga Takohanga**

<p><b>Contributing to the “Toward 2030” Strategy through the “High5” priorities</b></p>	<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>
<p><b>Client Care</b></p>	<ul style="list-style-type: none"> <li>Ensure outstanding client experience by supporting the Project and Delivery manager’s communication and reporting.</li> </ul>
<p><b>Quality Assurance and Continuous Improvement</b></p>	<ul style="list-style-type: none"> <li>Thorough understanding of the quality requirements at the project level.</li> <li>Establish standards for monitoring the quality of works and services delivered to achieve a zero-rework target.</li> <li>Proactive approach in identifying ways to optimize internal processes, communications, and the quality of project deliverables.</li> </ul>
<p><b>Contract Management</b></p>	<ul style="list-style-type: none"> <li>Support effective management of the project contract throughout its lifecycle Responsible for signoff and distribution of the Head contract requiring understanding of NZS3910 conditions of the contract.</li> <li>Review subcontract agreements to ensure risks are adequately mitigated and that subcontract clauses align with the head contract.</li> <li>Ensure all contractual communications are conducted in a timely and professional manner, aiming to inform all stakeholders about contract deliverables and any changes that may affect the agreed terms and conditions.</li> </ul> <p>Manage contract variations in accordance with contractual terms and conditions. Ensure timely and accurate communication regarding the nature and impact of variations on project delivery. Review and approve head contract and subcontract variations, ensuring they are properly documented.</p>
<p><b>Project Procurement</b></p>	<ul style="list-style-type: none"> <li>Assist in preparing subcontract agreements, ensuring timely communication and subcontract sign-off.</li> <li>Aid in the preparation of tender packages for subcontracted trades, ensuring clear communication and prompt responses to subcontractor inquiries.</li> <li>Assist in reviewing subcontractor quotes and maintaining effective communication.</li> </ul>

	<ul style="list-style-type: none"> <li>Facilitate the appointment of subcontractors, ensuring all documents are signed off and distributed to all relevant parties.</li> </ul>
<b>Project Programming</b>	<ul style="list-style-type: none"> <li>Understand the project program, the task interdependencies, their start and finish dates, and resources required to carry out the tasks.</li> <li>Track project progress by updating task completion levels. Ensure clear and timely communication with the subcontractors regarding upcoming tasks.</li> <li>Identify any delays of critical tasks and work with the project delivery team and subcontractors to address any potential delays to the project timeline.</li> <li>Ensure clear and timely communication with the site teams about project milestones.</li> </ul>
<b>Cost management</b>	<ul style="list-style-type: none"> <li>Assist the Project manager in managing Preliminary and General costs by reviewing labour timesheets</li> <li>Assist with efficient project delivery</li> <li>Assist with diligent tracking and management of project costs.</li> <li>Support in preparing client invoicing to reflect the conditions of the contract and the project progress.</li> <li>Ensure subcontractor progress claims are received on time and they align with the subcontractor conditions and the progress on site.</li> <li>Ensure compliance, monitor performance, and identify cost savings or revenue opportunities.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Gain a comprehensive understanding of the project SSSP, its risks, and associated controls, and assist the Project Manager in preparing all required Health &amp; Safety documents, including SSSP, JSEA, and Site Management Plans.</li> <li>Support the achievement of safety targets and reporting.</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>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.</li> <li>Participates in the implementation of sustainability and environment initiatives within the business.</li> <li>Upholds and complies with approved Citycare Property's policies, plans, and programmes.</li> <li>Undertakes all personal development and competency training to stay current and able to deliver changing requirements of the role.</li> <li>Works collaboratively with other professionals (internal and external), ensuring the sharing of knowledge and experience.</li> <li>Takes all practical steps to ensure communication to kaimahi and outside agencies is professional, timely, and supports the best interests of the business.</li> <li>Establishes and maintains credibility and respect by building strong working relationships across the business.</li> <li>Develops and supports colleagues, being quick to identify and problem solve any issues.</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

<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> </ul>
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	<ul style="list-style-type: none"> <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>
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### Key Relationships | Ngā Hononga Matua

<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>○ Project Manager</li> <li>○ Site Manager</li> <li>○ Project Coordinator</li> <li>○ Health and Safety Advisors</li> <li>○ Support function staff, including Finance, Administration, People.</li> <li>○ Other Divisional and Branch Staff as required.</li> </ul> </li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Customer(s).</li> <li>• Facilities Management.</li> <li>• Tenants.</li> <li>• Subcontractors.</li> <li>• External Suppliers.</li> <li>• General public and business affected by contractors.</li> <li>• Specialist external consultancies and provider.</li> <li>• Professional bodies.</li> <li>• Industry stakeholders.</li> <li>• Other miscellaneous stakeholders and supplier</li> </ul>

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### Qualifications | Ngā Tohu Mātauranga

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Secondary qualification (NZQCF Level 4) in relevant subject</li> <li>• Site Safety or similar certification required</li> <li>• Full Class 1 License</li> </ul>
<b>Ideal</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification (NZQCF Level 7) in relevant subject (e.g. Engineering, Construction, Project Management).</li> </ul>

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### Experience | Ngā Pukenga

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years' experience in coordinating projects of \$1M+.</li> <li>• Excellent computing and systems skills, including Microsoft Suite and work order management software.</li> <li>• Excellent standard of oral communication and interpersonal skills.</li> </ul>
<b>Ideal</b>	<ul style="list-style-type: none"> <li>• Demonstrable Procore working experience</li> <li>• Microsoft Project working experience</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.