

POSITION DESCRIPTION

Position Title:	Senior Asset Information Analyst		
Reporting to:	Asset Management & Technical Services Lead		
Direct reports:	1	Location:	Christchurch
Indirect reports:	0		
Date created:	07 April 2026	Date last updated:	07 April 2026

About Us | Mō Mātou

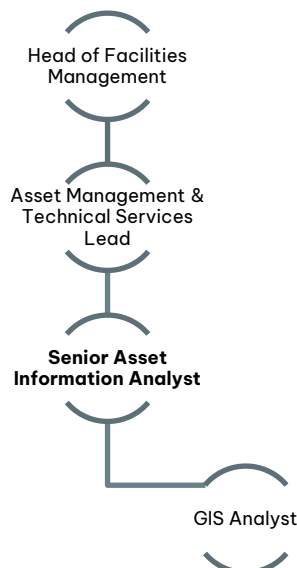
Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to **enhance the wellbeing of our communities** through our shared values of **We Discover, We Deliver,** and **We Care**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand)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

Towards 2030 is Citycare Property’s strategy that defines the ideal future state or 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

This role is responsible for leading the capture, governance, and continual improvement of asset and geospatial (GIS) information to meet both Citycare and customer asset management objectives. The Senior Asset Information Analyst partners with operational and project teams to define information requirements, develop fit-for-purpose data capture workflows, and ensure asset information architecture, standards, and quality controls are aligned with best practice and customer needs.

Your Team | Tō Kapa



Key Accountabilities | Ngā Kawenga Takohanga

<p>Contributing to the “Toward 2030” Strategy through the “High5” priorities</p>	<ul style="list-style-type: none"> Decisions and actions taken are made in alignment with Citycare Property’s strategic priorities: <ol style="list-style-type: none"> We are for Social Infrastructure We are a Good Kiwi Company People and Their Safety are at the Heart of Everything We Do We deliver a World-Class Service We Build, Operate, Maintain, and Renew.
<p>Asset Information Projects & Data Capture</p>	<ul style="list-style-type: none"> Lead projects and programmes to collect and validate asset and GIS information (e.g., asset mapping, condition data, attribute completion, as-builts). Translate customer and operational requirements into practical field and desktop data capture approaches, including clear definitions, instructions, and acceptance criteria. Design, configure, and maintain data capture tools and forms (e.g., Survey123, Fulcrum) and automation pipelines (e.g., FME) to support efficient, accurate capture.
<p>GIS & Spatial Information Management</p>	<ul style="list-style-type: none"> Maintain and improve GIS datasets, feature services, and map products to support asset lifecycle decision-making and operational delivery. Provide spatial analysis and insights to support customer reporting, planning requirements and organisational standards. Champion consistent spatial data standards, metadata, and version control to ensure fitness for purpose and traceability.
<p>Asset Information Architecture</p>	<ul style="list-style-type: none"> Support and develop the asset information architecture (models, schemas, reference data, and rules) in line with customer needs, contractual requirements, and best practice. Define and maintain asset information standards (data dictionary, naming conventions, attribute definitions, quality assurance processes) and ensure consistent adoption across teams and suppliers. Establish and monitor data quality metrics, undertake regular audits, and drive corrective actions to improve completeness, accuracy, and timeliness of asset records.
<p>Information Workflows, Integration & Improvement</p>	<ul style="list-style-type: none"> Standardise and continuously improve asset information workflows to support the ongoing update of data across the asset lifecycle (create, change, decommission), including clear roles, handoffs, and controls. Develop and maintain integrations and automation between data capture tools, GIS platforms (Esri), and asset management systems, ensuring appropriate validation, logging, and exception handling. Produce documentation, user guidance, and training to enable consistent adoption and uplift data capability across the business.
<p>Organisational Citizenship</p>	<ul style="list-style-type: none"> 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.

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

Qualifications | Ngā Tohu Mātauranga

Essential	<ul style="list-style-type: none"> ● Relevant tertiary qualification in a related discipline (e.g., GIS, geospatial science, information systems, engineering, or asset management) or equivalent experience.
Ideal	<ul style="list-style-type: none"> ● Apōpō asset management digital badges (desirable). ● GIS degree or qualification (desirable). ● Data science degree or qualification (desirable).

Experience | Ngā Pukenga

Essential	<ul style="list-style-type: none"> ● Demonstrated experience in asset information management, including defining information requirements, improving data quality, and supporting asset lifecycle processes. ● Strong stakeholder engagement skills, with the ability to translate customer and operational needs into clear data standards, workflows, and deliverables. ● Experience leading or coordinating projects for field and/or GIS data acquisition, validation, and handover. ● Knowledge of GIS concepts and data structures, including spatial data validation and quality control.
Ideal	<ul style="list-style-type: none"> ● Experience with Esri platform(s) including ArcGIS Pro/Enterprise/Online, feature services, and web map/app configuration. ● Experience configuring and supporting field data capture solutions (Survey123 and/or Fulcrum). ● Experience using FME (or similar) for data transformation, validation, and automation. ● Experience working with asset management systems and integrating asset registers with GIS. ● Experience developing and embedding standard operating procedures for ongoing asset information updates and control. ● Understanding and experience of ISO55001,2 &3 standards.

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.