

POSITION DESCRIPTION

Position Title:	Strategic Growth Coordinator		
Reporting to:	General Manager – Strategic Growth		
Date created:	7 th June 2024	Date last updated:	7 th June 2024
Direct reports:	0	Location:	Wellington

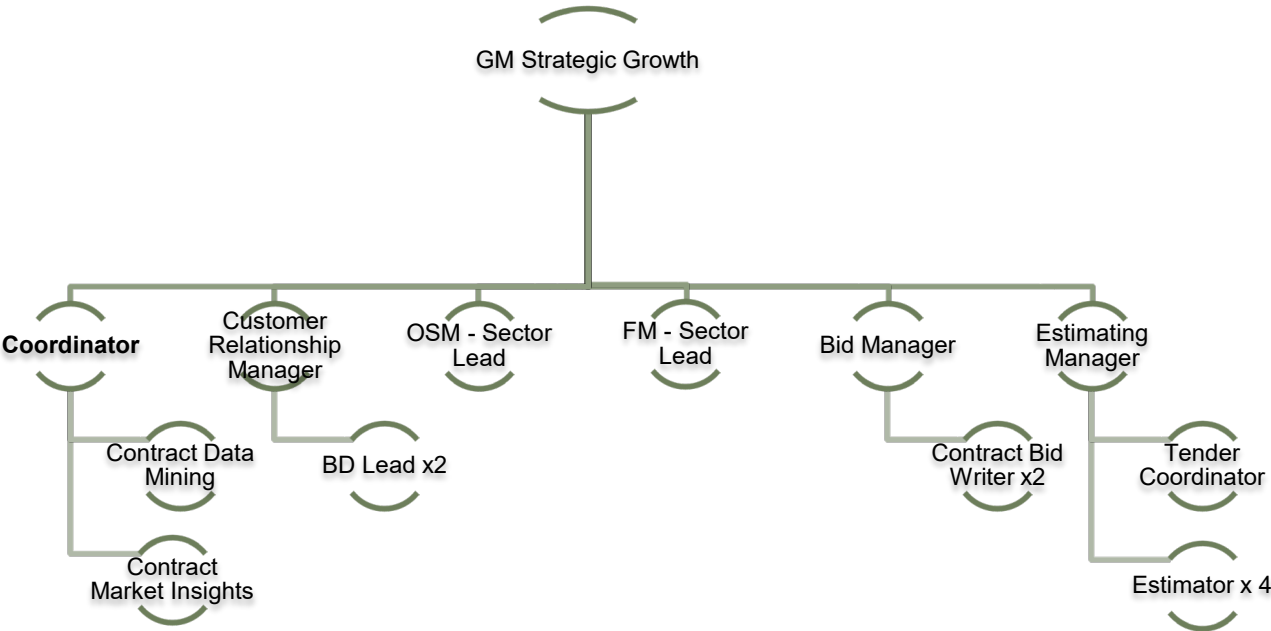
About Us | Mō Mātou

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**. City care Property operates in multiple locations throughout Aotearoa (New Zealand) and employs approximately 900 kaimahi (employees). 700 of these kaimahi work within Citycare Property with an additional 200 employed by its subsidiary, Spencer Henshaw.

Primary Focus | Te Arotahi Matua

Will be providing comprehensive administrative support to the Strategic Growth Team, ensuring the smooth operation of day-to-day activities and facilitating the successful execution of strategic initiatives. Your role will be central to maintaining the efficiency and effectiveness of the team, enabling them to focus on growth and innovation.

Your Team | Tō Kapa



Key Accountabilities | Ngā Kawenga Takohanga

Good Kiwi Company	<ul style="list-style-type: none"> Leads the High5 priority of being a Good Kiwi Company and ensures that the business unit is honouring Te Tiriti o Waitangi and invested in thriving local communities and sustainable practices. Adheres to 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 Citycare Property's expectations. Leads the implementation of any sustainability and environment initiatives with the business unit. Leverages the centralised support for community partnership activities and endeavours to make them fit for purpose, where appropriate.
Communication	<ul style="list-style-type: none"> 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.
Relationships	<ul style="list-style-type: none"> Quickly establishes credibility and respect and build strong working relationships with Managers. Solves both operational and strategic issues through a pragmatic and commercially sound approach. Develops and support team members, be quick to identify and problem solve any issues. Inspires confidence of senior Managers through timely delivery of information. Works independently but consults where appropriate. Demonstrates ability to develop and maintain effective networks and key relationships.
Key Responsibilities	<ul style="list-style-type: none"> Provide comprehensive administrative assistance to the Strategic Growth Team. Manage calendars, schedule meetings. Prepare and distribute agendas, meeting minutes, and follow-up action items. Handle confidential information with discretion. Arrange and book travel for team members, including flights, accommodation, and transportation. Prepare detailed travel itineraries and ensure all travel arrangements are cost-effective and align with company policies. Manage any changes or issues that arise with travel plans promptly and efficiently. Track project timelines, milestones, and deliverables to ensure timely completion. Coordinate cross-functional team activities and communication. Maintain project documentation and update project management tools. Maintain and update the Customer Relationship Management (CRM) system to ensure data accuracy and integrity. Input and manage client and project information, ensuring all records are up to date. Generate reports from the CRM to support the team's strategic initiatives and decision-making. Organise and manage logistics for team events, workshops, and seminars. Coordinate venue bookings, catering, and material preparation. Ensure events run smoothly and meet the objectives set by the Strategic Growth Team.
Reporting	<ul style="list-style-type: none"> Collect, analyse, and present data to support decision-making processes. Prepare regular reports, presentations, and dashboards for the team using data visualisation tools (e.g., Tableau, Power BI).
Business Development	<ul style="list-style-type: none"> Assist the Business Development Team in researching potential partner organisations. Compile and analyse information on potential partners to support strategic decision-making. Support the preparation of partnership proposals and presentations

General	<ul style="list-style-type: none"> Ensures compliance with approved Citycare Property's policies, plans and programmes. Undertakes all personal development and competency training to stay current and able to deliver the changing requirements of the role. Undertakes all other duties as reasonable required from time to time.
Additional Duties	<ul style="list-style-type: none"> Any other duties of a similar type 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 responsibility for	<ul style="list-style-type: none"> Be personally responsible for their 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 the 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 Managers are personally accountable for	<ul style="list-style-type: none"> For the Health, Safety and Wellbeing performance for work areas over which they have control. For their continued management competence in Health, Safety and Wellbeing. By ensuring that all kaimahi and contractors understand and accept their responsibility to promote a safe and healthy workplace. Ensure all Health, Safety and Wellbeing requirements are always adhered to. Appropriately manage overall Health, Safety, Environment and Wellness. Ensure that work is performed in a safe manner and in a safe environment. Ensure all new kaimahi and temporary kaimahi are adequately supervised and trained to reduce the risk of injury, accident, or incident.

Qualifications | Ngā Tohu Mātauranga

Ideal	<ul style="list-style-type: none"> A diploma or degree in Business Administration, Management, or a related field
Essential	<ul style="list-style-type: none">

Experience | Ngā Pukenga

Ideal	<ul style="list-style-type: none"> Ability to work independently and as part of a team. Experience in the property or construction industry (advantageous).
Essential	<ul style="list-style-type: none"> Minimum of 3-5 years of experience in an administrative or similar coordination role Proficiency in Microsoft M365, CRM software (e.g., Salesforce, HubSpot) Exceptional organisational and multitasking abilities. Strong interpersonal and communication skills, both written and verbal. High level of accuracy and attention to detail.

Key Relationships | Ngā Hononga Matua

Internal	<ul style="list-style-type: none"> All Citycare Property kaimahi including:
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	<ul style="list-style-type: none"> ○ CFO ○ General Manager ○ Finance Team ○ Operational Delivery Team ○ Health & Safety Team ○ People Team ○ Fleet Team ○ Technology Team ○ Wider Administration team
External	<ul style="list-style-type: none"> • Specialist external consultancies and provider. • Professional bodies. • Industry stakeholders. • Other miscellaneous stakeholders and supplier

Disclaimer | Te Whakakape

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Signed by the Employee:

Date:

Signed on behalf of Employer:

Date:

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.