

## POSITION DESCRIPTION

<b>Position Title:</b>	Transition Technical Writer		
<b>Reporting to:</b>	Transition Manager		
<b>Direct reports:</b> <b>Indirect reports:</b>	n/a	<b>Location:</b>	
<b>Date created:</b>	12 December 2025	<b>Date last updated:</b>	19 December 2025

### About Us | Mō Mātou

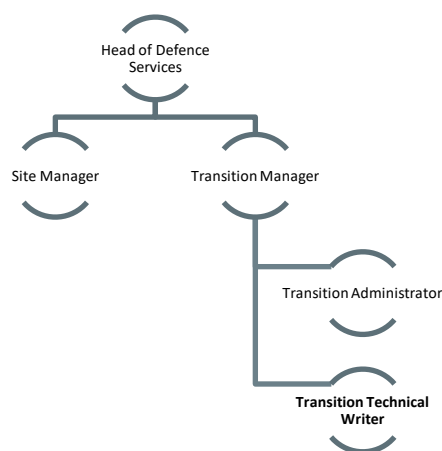
Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to **enhance the wellbeing of our communities** through our shared values of **We Discover**, **We Deliver**, and **We Care**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand) 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 Transition Technical Writer will provide dedicated support to the Transition Manager for a period of three months, ensuring the successful coordination, drafting, and finalisation of a suite of management plans required for the mobilisation and transition-in phase of the NZDF contract. This role is pivotal in ensuring that all documentation meets NZDF standards and contractual obligations, facilitating a smooth transition from the outgoing supplier and into steady-state operations.

### Your Team | Tō Kapa



### Key Accountabilities | Ngā Kawenga Takohanga

<p><b>“Delivering” or “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: <ul 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> </ul> </li> </ul>
<p><b>Coordination of Mobilisation Plan</b></p>	<ul style="list-style-type: none"> <li>• Work closely with the Transition Manager and relevant subject matter experts to coordinate the development, writing, and submission of management plans, including but not limited to the Mobilisation Plan, Operating Management Plan, Facilities Safety Management Plan, 3 Waters Management Plan, Quality Plan, Environmental Management Plan, and Disengagement Plan.</li> <li>• Ensure all plans are developed in accordance with requirements including timelines, content, and approval processes as stipulated by NZDF.</li> <li>• Liaise with internal teams, subcontractors, and NZDF representatives to gather necessary information, clarify requirements, and incorporate feedback into management plan drafts.</li> </ul>
<p><b>Document Management</b></p>	<ul style="list-style-type: none"> <li>• Maintain version control and document management protocols for all deliverables, ensuring accuracy and traceability of revisions.</li> </ul>
<p><b>Workshops &amp; Inductions</b></p>	<ul style="list-style-type: none"> <li>• Assist in the coordination of transition workshops, induction activities, and other mobilisation events, documenting outcomes and integrating relevant details into the respective plans.</li> </ul>
<p><b>Milestone Tracking</b></p>	<ul style="list-style-type: none"> <li>• Track progress against transition milestones and reporting schedules, helping ensure all documentation is completed and approved within contractual deadlines.</li> <li>• Support the Transition Manager in preparing presentations, summaries, and progress reports for internal and external stakeholders.</li> </ul>
<p><b>Quality &amp; Compliance</b></p>	<ul style="list-style-type: none"> <li>• Ensure that all drafted documentation reflects industry best practice, complies with NZDF requirements, and is aligned with statutory, regulatory, and contractual obligations.</li> </ul>
<p><b>Organisational Citizenship</b></p>	<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>
<p><b>Additional Duties</b></p>	<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>

<p><b>All kaimahi are responsible for and required to</b></p>	<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>
<p><b>All People leaders are personally accountable for</b></p>	<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> <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>

**Key Deliverables | Ngā Hononga Matua**

<p><b>Internal</b></p>	<ul style="list-style-type: none"> <li>• The Transition Technical Writer will be responsible for supporting the timely completion and NZDF approval of the following core management plans and supporting documentation: <ul style="list-style-type: none"> <li>○ Mobilisation Plan</li> <li>○ Operating Management Plan</li> <li>○ Facilities Safety Management Plan</li> <li>○ 3 Waters Management Plan</li> <li>○ Quality Plan</li> <li>○ Environmental Management Plan</li> <li>○ Disengagement Plan</li> <li>○ Resource Consent Condition Task List</li> <li>○ Induction and Orientation Documentation</li> <li>○ Progress Reports and Milestone Payment Schedules</li> </ul> </li> <li>• All plans must be finalised and submitted for NZDF approval.</li> </ul>
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**Key Relationships | Ngā Hononga Matua**

<p><b>Internal</b></p>	<ul style="list-style-type: none"> <li>• Transition Manager</li> <li>• Transition Administrator</li> <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 Finance, Administration, People.</li> <li>○ Other Divisional and Branch Staff as required.</li> </ul> </li> </ul>
<p><b>External</b></p>	<ul style="list-style-type: none"> <li>• Customer(s).</li> <li>• Facilities Management.</li> <li>• Tender Organisations.</li> </ul>

	<ul style="list-style-type: none"> <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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**Security Clearance Requirements | Ngā Here Whakawāteatanga Whakahaumarutanga**

<b>Security Clearance Requirements</b>	<ul style="list-style-type: none"> <li>• Must be a New Zealand citizen or hold a New Zealand Residence Class visa.</li> <li>• Ability to obtain and maintain any Defence site access or security clearance required for the role, as determined by NZDF.</li> <li>• Ability to provide verifiable identity, residency, and employment history to support security vetting.</li> </ul>
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**Qualifications | Ngā Tohu Mātauranga**

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Qualification in relevant industry</li> </ul>
<b>Ideal</b>	<ul style="list-style-type: none"> <li>• Tertiary Education</li> </ul>

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**Experience | Ngā Pukenga**

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Experience producing clear, well-structured written documentation for technical, operational, or business audiences</li> <li>• Experience working with subject matter experts to capture, interpret, and document information</li> <li>• Experience managing documentation with a strong focus on accuracy, consistency, and quality</li> <li>• Ability to work independently, manage competing priorities, and meet agreed timeframes</li> </ul>
<b>Ideal</b>	<ul style="list-style-type: none"> <li>• Experience supporting documentation in project, transition, or change environments</li> <li>• Exposure to process mapping, workflow documentation, or knowledge management activities</li> <li>• Experience working in IT, infrastructure, asset-based, or operational settings</li> <li>• Familiarity with structured documentation approaches, templates, or style guides</li> <li>• Experience contributing to continuous improvement of documentation or processes</li> <li>• Experience in being innovative and forward thinking.</li> <li>• Advanced user of Word, PowerPoint, Excel, Outlook and any other presentation tools</li> <li>• Excellent written and verbal communication skills.</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.