

POSITION DESCRIPTION

Position Title:	Trades Team Leader		
Reporting to:	Site Operations & Scheduling Manager		
Direct reports: Indirect reports:	7	Location:	Trentham
Date created:	February 2026	Date last updated:	April 2026

About Us | Mō Mātou

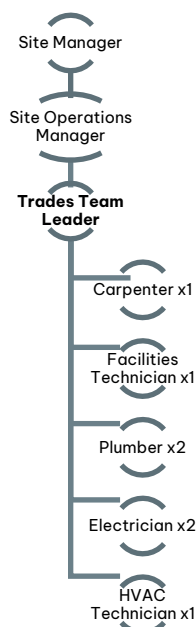
Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to **enhance the wellbeing of our communities** through our shared values of **We Discover, We Deliver, and We Care**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand)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

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

Provide on-site leadership and supervision of construction trades across multiple sites, supporting the delivery of standalone property and infrastructure projects and programmes of work, ensuring safe, compliant, and high-quality outcomes, and proactive communication with stakeholders, asset users, and Defence Estate Infrastructure (DEI).

Your Team | Tō Kapa



Key Accountabilities | Ngā Kawenga Takohanga

People Leadership	- Leads and motivates direct reports to ensure simple, clear frameworks aligned with business strategy and values: We Discover, We Deliver, We Care. - Will consistently demonstrate the following Leadership Expectations: Puts People First: Prioritises well-being, fosters strong relationships, empowers and uplifts others, and drives innovation. Growth Mindset: Focuses on continuous learning, sets ambitious goals, drives improvement creating value for stakeholders, and fosters customer centricity. Delivers Results: Is accountable, reliable, and consistently achieves objectives. Builds Connections: Communicates effectively, builds relationships, proactively collaborates and fosters inclusive engagement. Adaptable: Acts decisively amid change and disruption, leads others through organisational shifts - Will promote and maintain High Performance and a Positive Culture: - Reflects on own performance, to identify necessary shifts ensuring alignment with leadership standards. - Promotes a positive culture of morale, performance, productivity, and trust. - Maintains team commitment through People and Culture policies, performance management, communication, and recognition. - Communicates Citycare Property's values, strategy, and expectations. - Collaborates across the business to support overall objectives.
Delivering the "Toward 2030" Strategy through the "High5" priorities	- Decisions and actions taken are made in alignment with Citycare Property's strategic priorities: - 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.
Supervision & Work Delivery	- Leads and supervises construction trades team members and subcontractors to deliver maintenance and project works safely and effectively. - Plans, coordinates, and allocates daily service work across assigned sites or service areas. - Ensures appropriate resourcing, sequencing, and site access arrangements to meet operational and contract requirements. - Monitors job progress and productivity, addressing operational issues, risks, or delays promptly. - Provides technical guidance and practical problem-solving support on complex service jobs. - Ensures continuity of work for team members and subcontractors. - Ensures works are completed safely, to scope, and to required quality standards.

Operational & Contract Coordination	• Supports delivery of works under construction and maintenance contracts, including NZS 3910, NZS 3915 and NZS 3916. • Maintains site documentation, records, and contractual communications. • Assists with scheduling, progress tracking, and reporting. • Supports monitoring of site costs, variations, and budgets at a workstream level. • Coordinates materials, plant, and site resources as required. • Identifies and communicates delivery constraints affecting programme.
Stakeholder & Subcontractor Management	• Coordinates and manages subcontractors supporting service delivery. • Ensures subcontractor compliance with health & safety, quality, environmental, and security requirements. • Maintains regular and professional communication with stakeholders, asset users, and Defence Estate Infrastructure (DEI). • Escalates incidents, risks, service issues, or access constraints impacting delivery. • Works collaboratively with internal teams and contractors to support service operations.
Quality, Safety & Compliance	• Ensures works complies with health & safety, environmental, security, and contractual requirements. • Monitors and verifies quality of work performed by employees and subcontractors. • Conducts service quality checks and inspections. • Participates in audits, inspections, and compliance activities. • Maintains confidentiality and protects sensitive client and site information in accordance with NZDF security requirements.
Organisational Citizenship	• 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. • 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	- 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.
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Health, Safety and Wellbeing | Te Whare Tapa Whā

All kaimahi are responsible for and required to:	- 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:	- 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	- All Citycare Property kaimahi including: - Site Manager - Divisional Manager and Team Leaders - Operational team members - Support function team members, including Finance, Administration, People & Culture, Health & Safety - Other site team members as required
External	- Customers - Facilities Management - Tenants - Subcontractors - External Suppliers

	• General public and businesses affected by contractors • Specialist external consultancies and provider • Professional bodies • Industry stakeholders • Other miscellaneous stakeholders and suppliers
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Security Clearance Requirements | Ngā Here Whakawāteatanga Whakahaumarutanga

Security Clearance Requirements	• Ability to obtain and maintain any Defence site access and/or security clearance required for the role, as determined by NZDF.
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Qualifications | Ngā Tohu Mātauranga

Essential	• Relevant trade qualification and current practising licence where required. • General capability using standard business systems. • Working knowledge of basic Health and Safety and site compliance requirements.
Ideal	• Additional trade certifications or site leadership training. • Exposure to construction contract environments. • Familiarity with common NZS contract forms (e.g. NZS 3910, NZS 3916, NZS 3915).

Experience | Ngā Pukenga

Essential	• Working in a construction or trades environment. • Supervising or leading small teams on site. • Working across multiple projects or sites. • Working with internal teams and external contractors or consultants.
Ideal	• Supporting delivery of property or infrastructure projects or programmes of work. • Working under common construction contracts. • Providing proactive stakeholder communication in operational environments. • Supporting basic project costing, sequencing, or coordination activities.

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.