

WORK IN THE CENTRE OF THE ACTION



FACILITIES AND ASSET SYSTEMS COORDINATOR

POSITION PROFILE

Business Group:	Infrastructure	Reporting to:	Asset Manager
Location:	Wellington	Date:	January 2026

CentrePort is a key strategic asset for the central New Zealand economy. As New Zealand's busiest port we are "At the heart of connecting New Zealand's supply chain and transport system". We aren't just Wellington – we focus on our people, our environment, our communities and our customers and through CentreConnect we connect the Port to our regional hub network that extends out to Taranaki, Whanganui, Marlborough, the Wairarapa, and Manawatu.

Our Company Vision

To be the **PORT OF CHOICE** for Central New Zealand.

Our Values and Guiding Behaviours



- We always take personal responsibility.
- We live safety 24/7 looking after ourselves, our mates, port users, and our whanau and family.



- We work together to achieve our shared goals.
- We celebrate success, have fun and play our part to create a great place to work.
- We're always straight up; operating with trust, integrity and respect.



- We're bold, ambitious and extremely competitive.
- We think ahead and always look for ways to get better at everything we do.
- We pride ourselves on continually creating more value for our customers, shareholders and community.



- We always deliver on our promises.
- We have a 'can do' attitude and always find ways to overcome challenges and get things done.

Business Unit Purpose:

Infrastructure

The key role of the Infrastructure Team is to:

- Plan, provide, manage, maintain and renew the physical infrastructure of CentrePort (including the buildings, land, wharves, pavements, seawalls, services and rail).
- Prioritise and undertake works in a manner which is aligned with the commercial and operational activities/strategies of the Port.
- Deliver the major capital projects related to the regeneration of the Port, this programme of work has a medium / long term focus.
- Manage CentrePort's property portfolio, ensuring adherence to best practice professional standards.

Role Purpose and Scope:

The purpose of the Facilities and Asset Systems Coordinator role is to:

- Act as the central point of contact for maintenance and facilities requests, ensuring consistent and professional service delivery.
- Coordinate and plan maintenance activities across all asset classes, with oversight of certification, serviceability, and safety compliance.
- Support change management initiatives by promoting digital best practices and encouraging adoption of new systems and tools within the team.
- Assist in implementing digital solutions that modernise asset management processes, while evaluating their impact and identifying opportunities for further improvement.
- Support and administer the Maintenance Management System, driving digital efficiency and continuous process improvements.
- Manage contractor service agreements and monitor performance to ensure quality delivery of maintenance services.
- Prepare reports on maintenance activities, costs, and operational impacts to inform planning and decision making.
- Ensure compliance with safety regulations and standards during all maintenance and facilities work.
- Build strong stakeholder relationships through clear communication, collaboration, and solution focused engagement.

Key Result Area	Accountabilities
Health and Safety	<ul style="list-style-type: none">• Complies with the Health and Safety at Work Act 2015 and the Company's documented health and safety policies, regulations and procedures. This includes, but is not limited to the following:<ul style="list-style-type: none">○ Participating in the identification of health and safety, environmental and risk control issues.○ Following correct and safe work practices and reporting unsafe conditions and practices.○ Wearing appropriate Personnel Protective Equipment as specified.○ Reporting accurately accidents/incidents/hazards and participating in subsequent investigations.• Participates in other Risk Control initiatives as required.

Facilities and Systems Coordination	<ul style="list-style-type: none"> Act as the central point of contact for internal and external customers seeking assistance with facilities and maintenance matters. Coordinate maintenance and facilities requests across all asset classes at the port, excluding mobile and marine plant. Support the Maintenance Management System by receiving work requests, assigning work orders, entering data, and performing system administration. Establish and maintain service agreements with contractors for facilities maintenance. Monitor contractor performance to ensure compliance with service level agreements. Conduct regular inspections and assessments of facilities to identify maintenance needs. Procure materials, tools, and equipment required for maintenance and repair activities. Ensure compliance with safety regulations and standards during all maintenance activities and emergency responses. Support change management initiatives by promoting digital best practices and encouraging adoption of new systems and tools within the team. Assist in implementing digital solutions that modernise asset management processes, while evaluating their impact and identifying opportunities for further improvement.
Asset Management Support	<ul style="list-style-type: none"> Support the Asset Team in developing tools, systems, and processes to improve maintenance outcomes. Track and assist with inspections and preventative maintenance activities. Translate inspection findings into planned investments for inclusion in the capital funding plan. Perform data entry and basic data handling tasks to support digital transformation initiatives.
Stakeholder Management	<ul style="list-style-type: none"> Manage contractors in support of the Asset Team, including maintaining records and contracts, coordinating project activities. Support communications and engagement with internal and external stakeholders. Supervise external contractors to ensure safe work practices and quality control as required. Assist the Infrastructure Team with processing supplier invoices for completed work. Support the development and improvement of internal processes and supplier related procedures.

Record Maintenance and Reporting	<ul style="list-style-type: none"> Maintain accurate financial and non-financial records. Manage and maintain flows of data related to CentrePort's Infrastructure and project delivery.
Project Management	<ul style="list-style-type: none"> Support projects to ensure maintenance and facilities requirements are considered within the project scope. Coordinate with building maintenance service providers to identify forward capital works plans for CentrePort's leased buildings.
Other	<ul style="list-style-type: none"> Carry out other tasks as requested by the manager that are within the individual's capabilities and qualifications. Participate and undergo such training as may be required. Provide assistance to companywide events and activities as required.
Direct Reports	Nil
Delegated Authority	Authorisation of expenditure and payments up to the maximum delegated to the position. Refer to the current approved Delegated Approval Limits list.
Performance Criteria	A Performance and Development Plan will be developed that reflects the contribution the role holder is expected to make towards achieving the team's objectives and measures. This plan will contain objectives that are consistent with the Key Result Areas for the Company.

Person Specification

Key Experience, Qualifications, Skills Required

Skills, qualifications, and experience necessary for this position, including:

- Proven experience in providing maintenance and facilities support and coordination.
- Demonstrated ability to quickly learn new systems and support the implementation of digital solutions to improve processes.
- Excellent communication skills, with the ability to build effective relationships at all organisational levels.
- Demonstrated planning skills and strong business acumen.
- Customer focussed approach to decision making and problem solving, including the ability to actively seek customer input to anticipate and determine their needs.
- Strong organisational skills with the ability to prioritise and manage competing work demands effectively.
- Proficient written and verbal communication skills.
- Competent in using computer applications including Microsoft Office Suite.