



**Tauranga** City

## Job description

<b>Title</b>	Facilities Coordinator
<b>Number</b>	7PR208
<b>Group</b>	Community Services
<b>Division</b>	Property Services
<b>Reports to</b>	Team Leader: Facilities
<b>Direct reports</b>	N/A
<b>Date</b>	27/04/2022

### Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

### Job purpose

The primary purpose of this role is to provide the day to day facilities administration and coordination support to the Facilities team.

### Key outcomes

<b>The Facilities Team is effective.</b>	<ul style="list-style-type: none"><li>• Organize contractors to enable them to carry out their work effectively.</li><li>• Ensure facilities maintenance information is in the Asset Management System.</li><li>• Recommendations are made to management in relation to improvements that should be made to processes.</li><li>• All procurement is consistent with TCC policy and there is clear evidence of value for money being achieved.</li></ul>
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<b>The Facilities Team is held accountable for delivering outcomes that better the community.</b>	<ul style="list-style-type: none"> <li>• All administrative information and tasks are accurate and support delivery of project plan to the required deadline.</li> <li>• Colleagues are supported and you are act backup where practicable during times of absence or high workload.</li> <li>• Assist with the procurement of services via a tender or quotation process.</li> </ul>
<b>Professional relationships are developed, maintained and leveraged to achieve business goals.</b>	<ul style="list-style-type: none"> <li>• Customers receive accurate information and experience a high level of service.</li> <li>• Proactively monitor and evaluate systems and processes, providing input into ways to improve the delivery and quality of our services.</li> <li>• Comprehensive records of all communications are maintained on the corporate document management systems.</li> </ul>

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

## Person specifications

Essential
<ul style="list-style-type: none"> <li>• NCEA Level 3 qualification.</li> <li>• Two to three years office management or compliance environment particularly relating to facilities, property and buildings.</li> <li>• Contract Management experience.</li> </ul>

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## Our values

### **Pono / Integrity**

We do what we say we will do

### **Manaakitanga / Respect**

We listen to all views and show we care

### **Whāia te tika / Service**

We do the right thing for our community  
and each other

### **Whanaungatanga / Collaboration**

We work together and create connections