

Assistant Property Project Manager

Job Description

Date	July 2025
Location / Business Unit	Auckland, People and Properties
Reporting to	National Property Manager
Direct Reports / Functional Relationships	RNZ Project Steering Group External Consultants
Position Type	Fixed-term Full-time

Te Tūrangā - About the Role

The Assistant Property Project Manager will support the National Property Manager with the management of timeframes, quality and cost to move our facilities, technology and people to new premises in Auckland. This role plays a key part in the relocation project, helping to minimise barriers for RNZ people leaders and kaimahi, enabling them to focus on new ways of working.

Te Mahi - About the job

The role you will play:

- Assisting with the relocation of RNZs Auckland premise, facilities, technology and people.
- Helping to uphold RNZs lease obligations, including dilapidations and make good requirements at its current location
- Manage relationships with stakeholders including landlords, contractors, and suppliers to ensure contract obligations are met
- Represent RNZ at Project Steering group meetings and on-site meetings, throughout all phases of the project

- Coordinate project activity, collate key milestones, decisions and updates to all stakeholders have the information that they need to deliver the project
- Play an active part in the property and facilities workstream for change management and communication to ensure kaimahi and People Leaders during the relocation project
- Identify continuous improvement opportunities and review of processes and procedures linked to our new office and new ways of working
- Provide support to the Property Manager and facilities support team to provide property advice and expertise across the RNZ property portfolio and projects.

Ōu Pūkenga - About You

Qualifications	<ul style="list-style-type: none"> • <i>A relevant tertiary, NZCE, or trade qualification in a related field</i>
Knowledge & Experience	<ul style="list-style-type: none"> • <i>Experience in property project management and knowledge of building compliance, systems and procedures</i> • <i>Understanding of reactive and planned on-going maintenance to meet professional standards including working with landlords to meet our expectations</i> • <i>Experience being involved with negotiating and managing vendor contracts and strong contractor performance management ensuring QA and VFM.</i> • <i>Can understand and interpret budgets and forecasting</i> • <i>A strong understanding of Health and Safety standards</i>
Skills	<ul style="list-style-type: none"> • Strong interpersonal and communication skills • A decisive individual who has energy and motivation to be effective in a very demanding customer facing environment • Exercise sound judgement and act decisively • Think and act strategically • Analytical and problem-solving skills
Personal Attributes	<ul style="list-style-type: none"> • A passion for adding value and providing an exceptional service to RNZ internal and external stakeholders • Recognises the value of cultural and community diversity • Able to use initiative and adapt to changing priorities and demands. • Collaborative team player, displaying core RNZ values in terms of attitude, behaviour and treatment of colleagues • A true team player with a can do attitude.

Te Ahurea - Our Culture

RNZ Attitudes

RNZ Attitudes are all about how we work. These attitudes are how we demonstrate our culture through our everyday actions, behaviour and decisions. They drive how we do things, what we value and what's expected of us. They exist so that RNZ is a culture for everyone to enjoy and flourish in.



We're bold and think big. We find a way to make things happen. We learn best by doing. We believe that trying and failing is better than not trying at all.



We deal with problems or new tasks with energy and creativity. We try new things, we evolve and we move fast.



We encourage people to flourish. we extend love and compassion to others and nurture relationships. We have collective strength and cherish individuality.