



NEW ZEALAND  
**RED CROSS**  
RIPEKA WHERE AOTEAROA

## POSITION DESCRIPTION

Be part of our mission:

*To improve the lives of vulnerable people  
by mobilising the power of humanity  
and enhancing community resilience.*

*To find out more about our kaupapa, and what we stand for,  
[visitredcross.org.nz](http://visitredcross.org.nz).*

**Title: Property Change Lead**

**Group: Organisational Services**

**Location: Wellington**

**Reports to: Manager Property and Management and Projects**

**Position status: Fixed Term - Full - time**

**Version date: April 2025**

### **OUR PURPOSE**

New Zealand Red Cross (NZRC) has always been about good people doing good things. We're part of the world's largest humanitarian network, helping vulnerable people and those affected by disaster and conflicts. We've been working in New Zealand for more than a century and today you'll find us lending a hand in communities throughout Aotearoa New Zealand – we're here for good.

## **DIVERSITY AND INCLUSION**

We are committed to providing an environment where all people feel welcomed, valued and seen in their identities.

## **THE TREATY OF WAITANGI**

NZRC is working towards understanding our obligations under the Te Tiriti o Waitangi principles. NZRC engagement with Te Tiriti o Waitangi is recognised as ethical best practice in relation to the application of the Red Cross Fundamental Principles and the desire of New Zealand Red Cross people to build meaningful relationships with Māori as tāngata whenua.

## **WHAT WE STAND FOR**

The Red Cross Fundamental Principles guide all we do, whether we're helping people in New Zealand communities or providing urgent relief in an international disaster.

## **ABOUT THE GROUP**

The Organisational Services Group provides the infrastructure and support to enable New Zealand Red Cross to function efficiently. This includes oversight of Finance and Reporting, Property, Vehicles, Procurement, Security and Information Technology.

## **POSITION PURPOSE**

The key purpose of the Commercial Team is to provide support for NZRC to deliver our strategic outcomes and meet our sustainability goals with good planning and stewardship of NZRC property and fleet assets together with good procurement and contract management practices.

The Property Change Lead has the primary responsibility for developing and managing property change projects and ensuring they are delivered successfully in partnership with our people. In addition, they will be actively lead the development of property and facility frameworks and guidelines to support future projects.

## **KEY RESPONSIBILITIES**

- Develop and manage implementation of detailed change plans for property projects.
- Manage property change projects from inception to full completion
- Manage work with teams through this process to identify operational needs – permanent and temporary.
- Manage the engagement with internal and external providers to ensure correct staging of projects and readiness to ensure business continuity – for example IT teams, other service providers, suppliers, landlord, consultants and contractors

- Manage the engagement with stakeholders throughout projects – including working with communications staff within the organisation and ensuring timely and regular updates.
- Manage the mitigation of risks and ensure compliance with health, safety and regulatory requirements.
- Management and resolution of issues whilst maintaining positive relationships.
- Manage budgets for projects.
- Provide project reporting to stakeholder groups including documentation of any approved variations and changes.
- Actively lead the development of property and facility frameworks and guidelines.
- Support other Property Change Plan initiatives.
- Contribute to Asset Management Plan development and maintenance of property information.

## **HEALTH SAFETY AND WELLBEING**

- Proactively ensure your actions or omissions do not adversely affect the Health, Safety and Wellbeing (HSW) of yourself or others.
- Participate in HSW induction, training, programmes and activities.
- Follow all reasonable instructions to comply with HSW legislation and regulations.
- Follow NZRC HSW policies, standards and procedures.
- Does not undertake any activities that are not adequately trained for.
- Use designated personal protective equipment (PPE) for specific work activities.
- Report hazards/risks, incidents and near misses as soon as possible after the event.

## **RELATIONSHIPS**

### **Internal**

Other members of the Commercial team  
 Property Site leads  
 Organisation Site Leads  
 NZRC staff, members and volunteers

### **External**

Contractors  
 Real estate experts  
 Property consultants

### **STAFF**

Direct Nil  
 Indirect Nil

## **PERSON SPECIFICATION**

- Educated to degree level or equivalent
- 2-3 years minimum experience in leading property projects
- Good experience leading property relocation / renovation design and implementation projects – preferably in office fit-out projects.
- Good experience delivering and embedding property change projects to meet stakeholder needs.
- Strong project and change management experience.
- Experience in developing robust project plans, transition strategies and ensuing business continuity
- Experience in facilities management within an office or operational environment.
- Knowledge of ESG improvement initiatives
- Expertise in stakeholder engagement
- Excellent communication skills (oral and written).
- Strong problem-solving skills
- An ability to work independently and take initiative.
- Enthusiasm for, and the commitment to, the work of NZRC.

## **TRAVEL**

The appointee will be required to undertake travel for this role.

## **DRIVER LICENCE**

A current car driver licence is required for this role.

## **DELEGATIONS**

People: none

Financial: Level 5

## **NOTE**

This job description is not intended as an exhaustive list of duties and responsibilities. The job is expected to evolve and change, and New Zealand Red Cross may amend this job description after consultation with the job holder.