



Position Description

Title	National Asset Manager (Property)
Corporate Services	
Locations:	Christchurch or Auckland
Reports to:	Head of Property & Procurement
Direct Reports:	2
Indirect Reports:	N/A
Date:	October 2025

Overview

Our people manage New Zealand's 30 million square kms of airspace, providing air traffic control, surveillance, communication, flight inspection, mapping and airspace design services. We work with government, regulatory authorities, airlines, airports and the general aviation community to ensure pilots, passengers and goods reach their destination - safely. At Airways, our values underpin all that we do. We value Safety, One Airways, Excellence and Success in all that we do.

Our organisation is made up of operational business groups that are supported by governance and corporate services functions. To learn more about our people and organisational structure, check out www.airways.co.nz/about.

Business Unit Purpose

Responsible for financial management, legal, property, investment and governance functions ensuring effective stewardship of the business and efficient allocation of resource to deliver outcomes established in the business plan. The business unit is made up of:

- ▶ Financial strategy, business planning and budgeting
- ▶ Financial management, accounting, reporting and payroll
- ▶ Treasury
- ▶ Legal and company secretary
- ▶ Enterprise project management
- ▶ Commercial Procurement & Property
- ▶ Financial systems.

Purpose of the Position

The National Asset Manager will lead a team responsible for delivering both operational and capital building projects & maintenance activities across the building portfolio. This role works in close partnership with the Property Manager and collaborates with Airways' Operational

and Technical Teams to ensure asset management strategies are aligned with organisational objectives. The position provides strategic oversight of Airways' manned building assets, ensuring full compliance with all relevant legislation, codes, and internal policies.

Key responsibilities include leading the development and implementation of a comprehensive 10-year building maintenance asset plan and ensuring ongoing compliance with building regulations, including the Building Compliance Schedule and Building Warrant of Fitness. The National Asset Manager will drive strategic, tactical, and operational planning to support Airways' commitment to maintaining a safe, compliant, and future-ready property portfolio.

General

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

Key Areas of Accountability	
Leadership	<ul style="list-style-type: none">▶ Provide direction, empower, motivate and develop others in order to achieve business unit, group and organisational goals.▶ Be a role model for our shared values.▶ Provide leadership to develop and build an engaged and high performing team.▶ Manage performance of individuals and business area ensuring objectives and operational requirements are achieved.▶ Develop team capability through targeted training, coaching, and performance management.▶ Drive change management processes to support adaptability and successful project outcomes.▶ Conduct one-on-one meetings to proactively address challenges, support growth, and maintain alignment with Airways' core principles and values.▶ Provide strategic sponsorship and governance for project-related initiatives, ensuring accountability and alignment with business objectives.▶ Oversee operational workflows, ensuring performance metrics and KPIs are met.▶ Lead strategic planning and provide subject matter expertise across project management disciplines.▶ Serve as a Subject Matter Expert, providing knowledge and insight within the project management area.▶ Lead and contribute to the preparation, forecasting, and management of annual operational and capital

	<p>budgets, ensuring alignment with strategic asset plans and financial targets.</p> <ul style="list-style-type: none"> ▶ Support recruitment processes, including candidate assessment, to ensure alignment with capability needs and organisational values. ▶ Authorise purchase orders in line with budgetary, asset management, and procurement standards.
Buildings Maintenance	<ul style="list-style-type: none"> ▶ Provide strategic oversight of the Capital plan by proactively monitoring changes, reprioritising projects as needed, and ensuring appropriate resources are allocated to maintain delivery momentum and alignment with organisational objectives. ▶ Lead delivery of building maintenance and capital works projects, ensuring projects meet specifications, operational requirements, regulatory standards, milestones, and budgets. ▶ Ensure compliance with property policies, procedures, statutory regulations, and integrate risk management into daily operations. ▶ Develop and implement the 10-year asset management plan for ongoing maintenance and upgrades across the Control Tower and building portfolio. ▶ Provide expert oversight and ensure timely, practical advice is available to the business for all refurbishment requirements across manned buildings. ▶ Manage daily reactive and planned maintenance across the occupied Air Traffic Control Towers, ensuring operational continuity and safety compliance. ▶ Lead the planning and execution of capital works programs in line with the building asset strategy, coordinating with internal stakeholders and external vendors to ensure effective project delivery. ▶ Ensure compliance with legislation, building codes, industry standards, and Airways-specific requirements.
Project Implementation	<ul style="list-style-type: none"> ▶ Provide project sponsorship by monitoring progress, managing changes, and reprioritising as needed to maintain alignment with organisational objectives. ▶ Allocate resources, coordinate meetings with external providers, and ensure procurement compliance. ▶ Oversee the end-to-end project lifecycle within Sentient PPM, ensuring governance processes, workflows, and documentation are accurately followed and maintained. ▶ Oversee the development of tender specifications and contract documentation for building projects, leading

	<p>the procurement process including tender issuance, evaluation, contract negotiation, and award—ensuring compliance with all Airways and regulatory requirements prior to implementation.</p> <ul style="list-style-type: none"> ▶ Oversee the integration of completed assets into the asset management database and ensure future maintenance schedules are established in alignment with long-term asset strategies. ▶ Apply Airways Health & Safety and contract compliance standards throughout project delivery. ▶ Maintain strong external stakeholder relationships with contractors, consultants, and service providers. ▶ Engage internal stakeholders actively in project activities, promoting cross-functional collaboration to ensure seamless project execution.
Vendor Management	<ul style="list-style-type: none"> ▶ Provide oversight of key maintenance partner relationships, ensuring performance standards, contract compliance, and business alignment. ▶ Foster collaborative supplier relationships, promoting transparency, accountability, and continuous improvement. ▶ Actively monitor supplier performance using KPIs, service reviews, and issue resolution processes. ▶ Promote long-term partnerships and position Airways as a preferred client through fair engagement and mutual expectations. ▶ Sustain outcome-focused contractor and vendor relationships aligned with Airways' values, safety standards, and goals. ▶ Oversee supplier contracts to ensure compliance, performance, and value.
Self-Development	<ul style="list-style-type: none"> ▶ Monitors own performance and seeks development opportunities to improve performance. ▶ Implements agreed development plans within agreed timeframes.
Health & Safety	<ul style="list-style-type: none"> ▶ Lead and champion internal health and safety initiatives across the property and construction portfolio, ensuring policies are embedded into daily operations and project delivery. ▶ Oversee incident investigations, corrective actions, and preventative strategies. ▶ Conduct and supervise risk assessments, ensuring mitigation measures are identified, communicated, and actioned by the team. ▶ Ensure timely resolution of safety concerns through formal management systems.

	<ul style="list-style-type: none"> Promote team participation in health and safety training, embedding learning and compliance across all roles and responsibilities within your area of influence. Responsible for pro-actively ensuring that the priorities of safety, and the principles adopted to secure it, are made explicit to all staff and contractors. Accountable for providing a safe work environment and implementing Airways health & safety systems for all staff and contractors. Accountable for creating a culture that promotes health & safety. Responsible for ensuring staff and contractors understand their health & safety obligations including obligations to keep Airways secure. Responsible for driving continuous improvement in all aspects of health & safety and ensuring any current or new work practices are assessed for potential safety impact and they deliver on safety excellence.
Travel Requirement	<ul style="list-style-type: none"> Domestic travel will be required to perform this role.
Budget	<ul style="list-style-type: none"> As set out within the property financial plan. Up to \$10m.
Financial Delegation	<ul style="list-style-type: none"> Delegated financial authority for Capital Expenditure through the approval process. Delegated financial authority for Operational Expenditure of \$250k.
Contractual Delegation	<ul style="list-style-type: none"> Signing Authority through the approval process. Please refer to Delegated Financial Authority Policy for further information.
Legislative Owner	<ul style="list-style-type: none"> NIL
Safety Sensitive	<ul style="list-style-type: none"> NO

Key Relationships / Customers	Nature of Relationship
Internal	
Head of Property & Procurement	Reports to
Buildings Maintenance Manager	Direct report
Buildings Maintenance Project Manager (Auckland)	Direct report
Programme Manager	Indirect report

Project Managers and Consultants (multiple)	Indirect report
Project Management Office	Work collaboratively with
Facilities Manager (Leased Buildings)	Work collaboratively with
Technology Group Maintenance Managers	Work collaboratively day-to-day
Air Traffic Services Staff and Managers	Work collaboratively day-to-day
Airways Senior Management Team	Work collaboratively day-to-day
Airways Finance Team	Work collaboratively day-to-day

External

Maintenance Partners	Manage contracts/Key relationship holder
Facilities Management Partners	Manage contracts/Key relationship holder
Project Management Partners	Manage contracts/Key relationship holder
Consultants & Engineers	Key relationship holder
Regulatory Authorities	Key relationship holder
Various Suppliers	Key relationship holder

Formal Qualifications / Training / Experience	Required	Desirable
Relevant tertiary degree in technical or business management or equivalent experience in building maintenance industry in New Zealand/or internationally		✓
10 + years prior experience in maintenance of buildings including design and construction	✓	
Experience in managing budgets	✓	
Prior experience with project methodology and project management	✓	
Efficient user of MS Office	✓	
Good knowledge of safety legislation	✓	

Key Competencies / Skills / Knowledge	Required	Desirable
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Accountable – Owns decisions and is accountable; consults with people; accesses information and analyses facts from a broad viewpoint; balances the needs of stakeholder; has confidence in decisions and applies them consistently to decisions.	✓	
Customer & Partnership Focused - Builds long-term, strategic and sustainable relationships with both internal and external customers/partners; understands the customer's business and requirements; manages expectations and builds respect rather than seeking to be liked.	✓	
Commercial Acumen - Drives the commercial success of Airways by creating value, managing costs and understands customer requirements.	✓	
Our Values - Demonstrates the Airways Values consistently and naturally, showing a personal commitment to value Safety, Each Other, Excellence and Success; consistently exhibits behaviours that inspire understanding of and commitment to these values.	✓	
Is Visible - Gets out of the office and is visible in the workplace and at crucial meetings; takes the time to know staff as individuals; walks the talk – what they say is what they do; is friendly and approachable – makes time for staff; takes problems and ideas seriously, is prepared to modify position and keeps people informed.	✓	
Builds Capability - Identifies skills and knowledge required to achieve strategic objectives; takes a broad approach to considering where skills can be sourced from, internally and externally; selects people that will have the competencies and skills to lead and execute; creates and builds a complimentary team of successors.	✓	
Dealing with Pressure - Copes with complex problems calmly; maintains a good rapport with people in stressful situations; handles issues and problems as they arise; is calm even under difficult circumstances; takes time to think problems through.	✓	
Makes Decisions - Prepared to make decisions, within limits of authority and does so in a timely manner; balances the needs of staff and operational needs; makes decisions which are consistent with the values; pre-emptively identifies staff issues and situations.	✓	
Planned & Organised - Develops realistic plans to ensure deadlines are met; ensures all resources available to implement the plan; continually reprioritises as new work comes in, based on criteria and information from the customer; works on a number of jobs simultaneously without any dropping off.	✓	

Problem Solving - Seeks out the data required; identifies discrepancies in data and is meticulous in generating hypotheses that incorporate all the symptoms; is tenacious when faced with difficult problems maintaining a systematic and logical approach; appreciates there are always a number of solutions to problems and thinks laterally to identify these.	✓	
Quality Focused - Thoroughly checks own work against standards, designs or specifications; tests in detail all functionality before releasing systems; uses knowledge of the whole system to test all potential impacts and to verify final outcome; designs or uses tests which check changes made.	✓	

Key Behaviours – Leading Teams			Required
Put Our People First	Lead and Engage Authentically	<p>Coaches and develops others: Acts as a coach by actively uplifting the capability of others</p> <p>Fosters trust, safety, and inclusion: Ensures others feel safe and respected, promoting inclusivity within teams</p> <p>Celebrates the success and achievements of others : Celebrates and rewards individual and team success</p>	✓
Serve all Airspace users	Safety Focused Thinking	<p>Operates with a safety-led mindset: Prioritises safety in all decisions and implements ideas that improve safety outcomes</p> <p>Applies a customer-centric lens: Prioritises the customer in all decisions and actively seeks to improve customer experiences</p>	✓
Unlock Future Growth	Innovation & Results Driven	<p>Focuses on growth, financial performance, and drives innovation: Responsible for creating innovative solutions and delivering growth and sound financial performance</p> <p>Considers future needs when making decisions: Prioritises future objectives and needs in all decisions in Airways strategies and processes</p> <p>Strives for excellence in performance: Holds self and others accountable for</p>	✓

Key Behaviours – Leading Teams			Required
		delivering high-quality work and performance	
Support Sustainable Aviation	Sustainability Champion	<p>Promotes sustainability and champions sustainable practices: Promotes sustainability and prioritises sustainable outcomes in all decisions</p> <p>Embeds and improves sustainable practices: Implements processes that align to Airways sustainability goals and looks for ways to improve sustainability outcomes</p>	✓

Our values underpin everything we do



We are **safe**

Safety is at the forefront of everything we do. We are committed to the safety of our people, operations and the communities we serve.



We strive for **excellence**

We deliver our best work each and every day, and look for ways to continue to improve what we do



We are **One Airways**

We all have our own areas of expertise and by working together, collaborating and sharing knowledge, we achieve our aspiration



We celebrate **success**

We recognise our people's achievements, big and small, and celebrate our successes