



WHANGANUI  
founded in  
**1892**



WAIRARAPA  
founded in  
**1896**



MANAWATŪ  
founded in  
**1902**



HOROWHENUA  
founded in  
**1987**

## Buildings Project Manager

### Kaupapa | Purpose

The Buildings Project Manager is responsible for planning, procuring, and managing the delivery of building capital projects, refurbishment programmes, asset renewals, and minor capital works across UCOL campuses. The role manages projects through the full lifecycle, ensuring delivery aligns with approved scope, budget, programme, quality, health and safety, and compliance requirements.

The role also supports management of UCOL's building asset portfolio through asset lifecycle planning, condition assessments, renewal forecasting, and capital investment planning. Working with key stakeholders, the position contributes to maintaining safe, compliant, fit-for-purpose facilities that support organisational objectives and long-term asset sustainability.

Reports to: Manager Facilities Management

Team: Facilities Management

Base Remuneration: TBA

### Tō mātou tirohanga roa | Our vision

Whakairohia he toki, tāraia te anamata | Learning with purpose, creating our futures

### Tō Mātou Pūtake | Our purpose

UCOL provides excellent and quality education opportunities that support learners, employers and communities gain the skills, knowledge, and capabilities Aotearoa needs now and for the future. Learners and their whānau are at the centre of all we do.

### Tā mātou whakahaerenga | Our Organisation

UCOL's roots began in 1892 in Whanganui, joined by Wairarapa in 1896, Palmerston North in 1902 and Horowhenua in 2017. Adapting to the growing needs of a young nation, UCOL's innovation and agility has a compelling track record.

UCOL in its many forms has been part of the community for more than a century. We are a proud example of a successful Institute of Technology and Polytechnic. We have a rich heritage and much to contribute to the future of vocational learning. UCOL is a valued and essential partner and is known for leading vocational education and training opportunities



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## Ngā mahi | Do

- Deliver building capital works, refurbishment, asset renewal and improvement projects, managing small-medium scale projects directly and leading the client-side management of consultants and contractors on large, complex projects to achieve approved scope, budget, programme and quality outcomes..
- Prepare business cases, project briefs, feasibility assessments and capital investment proposals to support project planning, approval and delivery.
- Develop and manage project programmes, budgets, procurement plans and risk registers, monitoring progress and implementing corrective actions as required.
- Manage engagement with campus stakeholders to ensure project outcomes minimise operational disruption and support teaching, learning and organisational objectives.
- Manage the annual Minor Works Programme, including project prioritisation, planning, budgeting, coordination and delivery across multiple campuses.
- Lead the procurement and management of consultants, contractors and suppliers in accordance with UCOL procurement policies and procedures and the New Zealand Government Procurement Rules, ensuring transparent, compliant and value-for-money procurement outcomes. This includes tendering, contract administration, performance monitoring and payment approval processes.
- Undertake building condition assessments, and maintain building asset information and condition data to support maintenance planning, renewal programmes and capital investment decisions.
- Support the preparation and ongoing development of building asset management plans, lifecycle forecasts, and condition based long-term property renewal programmes.
- Maintain accurate project, contract and asset records, including drawings, specifications, compliance documentation and project close-out information.
- Ensure all projects and contractor activities comply with health and safety legislation, building regulations, organisational policies and industry best practice standards.
- Ensure projects comply with all relevant building, accessibility, fire, environmental and statutory requirements applicable to educational facilities.
- Identify opportunities to improve building performance, operational efficiency, sustainability and the functionality of campus facilities through project delivery and renewal activities.
- Prepare governance reports, business cases and investment proposals to support project approvals, funding decisions and organisational planning processes.

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## Pūkenga | Have

- Degree Qualification in engineering, project management, architecture or construction management.
- Minimum 5-7 years' experience delivering commercial, institutional, educational, or public sector building/renewal projects.
- Proven experience managing consultants, contractors, procurement processes and capital budgets.
- Experience managing multiple concurrent capital works projects in a complex stakeholder environment.
- Professional qualification, or working towards, in infrastructure or project management (e.g. IPENZ, PMI)
- Experience in project, contract and financial management.
- Proven track record in building strong stakeholder and team engagement.
- Te Tiriti o Waitangi practices in a workplace setting
- Ability to support and advocate the use of te reo, tikanga and mātauranga Māori in the workplace
- Ability to support and advocate approaches that promote equity and prioritise the needs of priority groups



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## Standard clauses

### Health and Safety Clause

Under the Health and Safety at Work Act 2015, take reasonable care for your own health and safety and that of others who may be affected by your work. Ensure all projects are planned and delivered in accordance with UCOL's health and safety policies, procedures, relevant legislation, and industry best practice.

Identify, assess, and manage health, safety, and operational risks throughout the project lifecycle, ensuring appropriate controls are implemented and maintained. Monitor contractor and consultant compliance with health and safety requirements, undertake regular site inspections, and promote safe work practices across all project activities.

Promptly report and investigate incidents, hazards, and near misses, ensuring corrective actions are implemented and lessons learned are incorporated into future work. Maintain project risk registers, actively participate in health and safety training and initiatives, and contribute to the continuous improvement of health, safety, and wellbeing outcomes across the Facilities Management portfolio.

### For People Managers

Build and maintain effective working relationships with the Facilities Management team, internal stakeholders, consultants, contractors, and service providers to support the successful delivery of projects and programmes. Work collaboratively with Facilities Management colleagues to align project delivery with operational requirements, asset management objectives, maintenance activities, and campus priorities.

Communicate clearly and professionally, ensuring project objectives, risks, timeframes, and outcomes are understood by all parties. Facilitate collaboration across teams, proactively manage issues and competing priorities, and influence stakeholders to achieve project outcomes. Demonstrate UCOL's values and behaviours through a customer-focused, solutions-oriented approach, fostering positive engagement and strong working relationships throughout the project lifecycle.

### Budget holders

Support the financial management of capital projects, asset renewal programmes, and minor works by developing cost estimates, monitoring expenditure, tracking project budgets, and forecasting financial performance. Identify and report variances, provide accurate financial reporting, and work with the Manager Facilities Management to ensure projects are delivered within approved funding and in accordance with UCOL policies, financial delegations, and reporting requirements.

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**At UCOL, all roles hold collective responsibility for delivery of our UCOL competencies. As it applies to this position you are required to give effect to:**

**Te Tiriti o Waitangi.** Through our developing understanding of our obligations and our connection with Te Tiriti as both individuals and as an organisation.

**Ākonga at the Centre.** Through prioritizing the experience, wellbeing, and success of our ākonga in our decision-making process.

**Equity.** Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacifica and disabled ākonga and their whanau.

**Vocational Education and Training Excellence.** Through quality provision for all ākonga, meeting the regional needs of employers and communities.



## Ngā Uara | Our Values

### Whanaungatanga | Relationships

Connecting with people and establishing meaningful relationships built on trust and integrity is vital. Great relationships result in collaboration, partnerships and unity. At UCOL, we embrace diversity and inclusivity for all people.

### Kia eke panuku, eke Tangaroa | Excellence

Everywhere we look at UCOL we seek innovation and quality that defines us as a high performing institute. We strive for excellence in our programmes, our teaching methods, our resources and systems and processes. We want to see people excelling at what they do and are proud of what we achieve.

### Te huringa tangata | Transformation

Transformation requires inspiration, and bold, courageous behaviour. We take pride in being a part of the transformation that occurs in our students as they become successful graduates and alumni. UCOL is always looking at fresh ideas.

### Kia kakamā | Agility

Agility is about us working in many different ways, being adaptable and agile in the way we work with others. Through engagement, empowerment and innovation we develop deeper understanding and discover new ways of achieving our goals.

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## Ngā Hononga Mahi | Working relationships

### Functional Relationships

#### Internal:

- Facilities Management team
- APMs and Faculty members
- Students
- Health & Safety team
- Administrations and Support Services
- Other UCOL campus personnel

#### External:

- Consultants, Contractors and Suppliers
- Local authorities
- Regulatory bodies

