POSITION DESCRIPTION – SCHEDULE B

Position	Construction and Systems Administrator
Report to	Chief Operating Officer
Direct Reports	Nil
Business Unit	Shared Services
Location	Christchurch / Milton

POSITION SCOPE AND PURPOSE

To support IT applications with a focus on construction technology and systems management. This includes managing the configuration, user support and training for systems such as Procore, SignOnSite, and the systems management and reporting from these systems. Other construction technology such as site camera, drones, and other innovations will be part of this role with support from the wider IT team.

Assistance with supporting wider records management practises across the business using systems such as Procore, SharePoint, and email systems. This role will assist with developing and implementing standards across the business to improve the use of business IT systems to drive quality and consistency of project delivery.

This role will require engaging with a range of stakeholders across the business and external stakeholders to continually improve how we use technology to deliver projects and drive business efficiency.

KEY RESPONSIBILITIES

Health, Safety & Environmental requirements are addressed in all operations and project planning.

KEY RESULTS

- All work is carried out in a safe manner and in accordance with company HSE policies.
- Throughout the workday HSE practice is observed and action taken if practices are unsafe.
- Effectively contributes to the implementation of HSE policies and procedures.
- Complies with HSE policies, procedures and guidelines.
- Reports all H&S and Environmental risks and incidents.
- Participate and engage with the organisations Management Systems.

BUILD A STRONG FUTURE.

- Collaborates and implements improvement suggestions in your area of responsibility.
- Participate in emergency response training and practice drills
- Participates in HSE meeting where required.

Day to day management of construction technology systems such as Procore and Sign On Site including assist with project and user setup, troubleshooting issues.

- Helpdesk desk jobs associated with construction technology systems are completed to a high quality within acceptable timeframes.
- End users are provided support to resolve issues including escalating issues within the IT team or to vendors (e.g. Procore).

Develop and deliver training on construction technology systems and associated systems e.g. Procore, Sign On Site, SharePoint. This includes collaborating with staff to develop appropriate standards and training material.

- Staff skills and knowledge of construction technology systems are kept relevant (improving digital literacy).
- Business process associated with construction and systems management standards are agreed, maintained, and communicated to all staff.

Assist with identifying improvements to business process and systems aligned with construction technology.

- Maintain knowledge of changes to systems such as Procore and how these changes could benefit our staff.

- Develop plans to test improvements and engage end users with this testing.

- Ongoing engagement with staff to understand areas of concern how technology and business process change could be used to improve business outcomes.

Assist with implementing, monitoring, and improving system management standards and process across the business. These records including electronic and physical records.

- All business records are maintained in appropriate systems to assist with creating, maintaining, and updating records.

- Assist with identify areas of risk and opportunities to improve records management

Provide help desk/support service for all users of Calder Stewart with a focus on construction technology and records management.

- Helpdesk services are provided that maintain and enhance IT internal customer satisfaction.

Reporting and system integration improvements.

- Work with business users and the wider IT team to use data stored in construction and records management systems to help with decision making.

- Work with the wider IT Team to identify improvements to integrating data between systems to improve data quality and consistency.

BUILD A STRONG FUTURE.

Maintain system documentation for systems such as Procore, SharePoint, SignOnSite etc.	• System documentation is updated and available for other members of the IT Team and wider staff to support systems and business processes.
Assist with IT projects to improve delivery of IT services to our construction sites and back-office staff.	• Projects assigned are well planned and managed. This includes developing a project plan, strong engagement with end users and change management.
Assist with Internal audits and ISO HSE support.	• Assist with maintaining compliance with environmental and regulatory obligations. • Assist with Calder Stewarts audit program to assess the effectiveness of ISO requirements and its policies and procedures. • Prepare for and support external audits and certification processes, including ISO 14001,45001 standards.

Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time.

KEY RELATIONSHIPS

Internal

- All users of the constructions management systems

External

- External suppliers of services and products
- Clients

PERSON SPECIFICATIONS

Essential

- Able to work in a fast-paced and sometimes challenging environment within a small team.

- Client focused with excellent communication skills both verbal and written.

- Proactive approach to resolving issues efficiently, ask for help when stuck.

- Knowledge of the construction industry including construction administration and onsite activities.

Desirable

- Stay calm under pressure.
- Be self-motivated to resolve issues.
- Escalate issues and ask for help.
- Have empathy for different levels of technology skill and business knowledge and provide support appropriately.
- Able to travel to other regions to provide IT systems support if required. May require occasional overnight stays.
- Self-motivated to learn new skills and apply these to improve how Calder Stewart operates.
- Previous experience with Procore or similar constriction technology systems.

BUILD A STRONG FUTURE.

- Records management experience including assisting with auditing records management standards, records management training, and developing standards.

- Experience with SharePoint and Procore records management.

BUILD A STRONG FUTURE.

Our Vision

New Zealand's property and build partner of choice.

Our Purpose

Build a strong future – for our people, our customers and the communities that we live and work in.

Our Values

FIND A WAY.

We are open minded and continually work together to solve day to day challenges, identifying new opportunities for the future

PLAY FAIR.

We are committed to respecting and supporting each other, being upfront and honest in the way we work and communicate

BE LOYAL.

We are building on the legacy, keeping our word, creating trust and support for our teams and our customers

OWN IT.

We take ownership of our wellbeing, our work and the work of our team.

'BUILD A STRONG FUTURE.