



HERITAGE NEW ZEALAND POUHERE TAONGA

PROPERTY LEAD WELLINGTON

The focus of the Property Lead Wellington position is the active management of two heritage properties: Old Government Buildings and Chevening Flats, as well as oversight of maintenance at Turnbull House. The focus is on property management – management of programmed and reactive maintenance, and planning for longer term projects. The focus is on contractor and contracts management, financial management and working with stakeholders.

Due to the nature of the portfolio, there is only a small visitor experience. It is important to note that not all the detailed deliverables listed in the general Position Description are relevant to this role due to the scope of the visitor experience. However, there is scope to build on the current offer.

The role reports to and works closely with the Manager Heritage Assets Central Region. The role is responsible for one part-time visitor host and any fixed term maintenance staff.

The Old Government Buildings are leased to Te Herenga Waka – Victoria University of Wellington and predominantly used as the School of Law. There is a small visitor experience, including display rooms, tours and open days. The building is large and complex with an interesting history and active use.



1 Old Government Buildings - main staircase



2 Chevening Flats, Kelburn

Chevening Flats are privately tenanted, with four furnished residential apartments. The building was fully strengthened prior to being gifted to Heritage New Zealand Pouhere Taonga in 2019.

Turnbull House is currently closed pending seismic strengthening. A large capital project is underway to seismically strengthen and adapt the building for future use and enjoyment, led by a dedicated Project Coordinator. The Property Lead Wellington is responsible for maintenance of the building while design work is underway, and will have some input into the capital project.



3 Turnbull House

Other properties in the Wellington area

The Property Lead Wellington is part of a small team that also looks after the following properties. From time to time, they may be involved in work at any of these sites

- Antrim House www.antrimhouse.co.nz
- Old St Paul's www.oldstpauls.co.nz
- Pencarrow Lighthouse <https://visitheritage.co.nz/visit/wellington/pencarrow-lighthouse/>
- Upper Hutt Blockhouse www.upperhuttblockhouse.co.nz