

Job Description: Manager Property Services

Role Purpose: To effectively lead the Property Services team, supporting them to achieve their highest potential and deliver strong outcomes for Council and the community. To provide strategic advice to Council, the Chief Executive and Senior Leadership Team in respect of the Council's property portfolio, while being accountable for all property services and property asset management activity.

Team	Property Services	Business Unit	Corporate Services
Reports to	GM Corporate Services	Reports	Senior Property Officer x 2 Property Management Officer Leases Officer x 2 Administrator (indirect report)

Key Organisational Responsibilities	Results
<p>Leadership</p> <p>As a Business Unit Manager you are responsible for setting and delivering strategy and leading your team to deliver on shared goals.</p> <p>Align the team around a shared vision, robust KPIs and processes, high service standards, sound decision-making, open and honest communication and team work.</p> <p>Build team capability through professional development, mentoring and motivation.</p>	<p>The team are happy and high-performing. They know what is expected of them and are recognised as subject matter experts, providing a high standard of service internally and externally.</p> <p>Processes are fit for purpose, up to date, accepted internally and followed.</p> <p>Effective one to ones and development conversations are carried out regularly. Team member strengths are recognised and areas for development are addressed</p> <p>Staff survey results indicate effective leadership and a positive team culture within the Property Services team.</p>
<p>Strategy</p> <p>Provide advice and deliver proposals to Council and the Senior Leadership Team on opportunities to deliver value from its property assets in line with Council's desired objectives. Project manage these to successful conclusion.</p> <p>Lead and/or contribute to policies, plans and strategies that require multi-disciplinary and whole of Council input.</p>	<p>Annual and Long Term Plan outcomes are achieved and Council's vision of a Smart Little City is realised.</p> <p>Fully considered business cases are developed, projects are managed effectively and desired property outcomes are achieved within agreed timeframes.</p>

<p>Property Services</p> <p>Oversee all property services activity including buying and selling of land and buildings, landlord obligations, implementing and managing leases, licences and easements in accordance with relevant policies, legislation and Council systems.</p> <p>Manage the provision of accurate and timely advice relating to land issues, property ownership and management.</p> <p>Manage the provision of the property management system.</p>	<p>Council's property portfolio is managed to a high standard and our landlord obligations are fulfilled in a timely and professional manner.</p> <p>Positive relationships are built with tenants and license holders.</p> <p>Property data is complete and accurate.</p>
<p>Asset Management</p> <p>Lead the development of asset management plans for the Property Services portfolio, collaborating internally and externally.</p> <p>Ensure Council's assets are managed and maintained effectively and condition assessment data is captured accurately and maintained.</p>	<p>Asset Management Plans encompass condition data, maintenance requirements, affordability, future use and long term strategies and are based on robust financial information with clear connections to the long term plan.</p> <p>Assets are proactively maintained to a high standard to ensure maximum return on investment and minimised exposure to risk.</p>
<p>Business and Financial Management</p> <p>Provide updates to long term and annual plan processes.</p> <p>Ensure that expenditure is monitored, remains within budget and variances are reported.</p>	<p>All business planning, management and reporting standards and requirements are met within required timeframes.</p>

The key responsibilities above are intended to describe the general nature and work required by you to achieve the expected outcomes for the job. From time to time, you may be required to perform duties which are reasonably consistent with the broad purpose of your role but which may fall outside these key areas.

Personal Leadership: Personal leadership and being a role model is at the heart of every role within Council; from championing the Council Values through our actions, behaviours and communication, to delivering the work we are employed to do.

Health Safety and Wellbeing: At Council we all take responsibility for a work environment where hazards and risks can be openly raised, discussed and addressed. We take a holistic approach to employee wellbeing, celebrate health and safety successes, and challenge behaviours that don't support our health, safety and wellbeing culture. We are each responsible for actively contributing to Council's Zero Harm workplace by participating in Council's health and safety management system, including reporting incidents and hazards, contractor management and meeting all training requirements.

About you:

Experience, skills & knowledge:

- Demonstrated experience leading and developing teams to high performance.
- Comprehensive and demonstrable experience in all aspects of property services and building asset management, preferably in a Local Government environment.
- A sound knowledge of valuation methodologies.
- A strong understanding of asset management principles and demonstrated ability to apply them.
- The ability to gain and maintain professional credibility, confidence and respect across a wide range of agencies, private sector, stakeholder groups and Council staff.
- Understand role in delivering key milestones to ensure successful delivery of capital / renewal works programmes.
- A good understanding of relevant legislation including the Property Law Act 2007, Reserves Act 1977, Public Works Act 1981, Local Government Act 2002, as well as how the Crown's commitment to Te Tiriti o Waitangi is delivered through local government-specific legislation.
- Wide contextual awareness and appreciation of trends, legislation etc. relevant to areas of responsibility.

Key competencies:

- Relationship management - Strong relationship management skills (internal and external stakeholders including the business community and property sector).
- Communication skills - Excellent written and verbal communication skills (report writing, presentation and facilitation skills).
- Problem solving ability - The ability to problem solve complex situations while demonstrating sound judgement and political acumen.
- Project management - The ability to manage projects, on time and to agreed budgets, including the management of specialist advisers and consultants.
- Process improvement - A strong process improvement focus.

Qualifications:

- A degree relating to Property Management or Commerce
- Membership of an appropriate professional body is preferable
- Current full driver's license