

Property and Facilities Manager

| | | |
|---------------------------------|--|--|
| Location | Thames Coromandel District | |
| Reports to | Corporate Services Group Manager | |
| Group | Corporate Services | |
| Direct Reports | 3: Facilities Specialist, Lease and Asset Specialist, Property and Facilities Officer | |
| Delegated Authority | <p>Responsible for management of Property and Facilities annual operational budget of \$1.3 million and capital budget of \$2.6 million.</p> <p>Delegated Financial Authority \$20,000 for budgeted expenditure across the Property and Facilities activity and the Community Spaces Group of Activities for property maintenance.</p> <p>Delegated Financial Authority \$20,000 per contract within budgeted expenditure.</p> <p>Delegation to hire staff to existing positions within the Property Facilities activity. New positions require approval from the Chief Executive.</p> | |
| Functional Relationships | <p><i>Internal</i> Corporate Services Manager, CE and Group managers, Finance Team, Area Office staff, Regulatory Staff, Infrastructure staff, H&S staff and Legal team</p> <p><i>External</i> Contractors, tenants/lessees, valuers/property professionals, fleet managers, legal counsel and other stakeholders as appropriate</p> | <p><i>Purpose of contact</i> Liaison and advice Reporting, giving and receiving instruction</p> <p>Liaison and advice Orders and negotiation Represent and promote</p> |

Our Council

As one of the largest employers on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit.

To achieve our vision we aim to attract, employ and support people to be their best while being guided by our core values of being **up Front**, **Accountable** and **Better together**.

How you fit

The **Property and Facilities Manager** is a strategic role that shapes how Council’s property portfolio supports great services and better community outcomes. You will bring a portfolio mindset—optimising what we own and lease, identifying opportunities to unlock value, and strengthening the pathways from property decisions to long-term delivery, resilience and wellbeing across the district.

You will provide trusted property leadership and advice to Council, guiding strategic land acquisition, disposal and portfolio decisions. Working across a diverse mix of buildings, heritage assets, reserves, and community, emergency and commercial leases, you will look ahead—balancing risk, performance and cost—so the portfolio remains fit-for-purpose, future-proofed and aligned to community need.

The role manages staff delivering the following services:

- Building maintenance, including equipment, furniture, and fittings
- Management of Council’s lease portfolio.
- Management of Council’s fleet of vehicles, including maintenance schedules and procurement.

Your responsibilities

| Accountable for | Successful when |
|--|--|
| <p>Strategic and future focused property advice and guidance</p> | <p>Council is provided with trusted, future-focused property advice that enables confident, long-term decisions, aligns assets with Council’s strategic direction, and ensures the property portfolio actively supports community and organisational outcomes.</p> <p>Key risks are identified and options provided to manage them.</p> <p>Council complies with requirements under local government legislation when carrying out its property activities or buying and selling public land.</p> |
| <p>Management of Council Facilities and Buildings</p> <p>Responsible for managing a portfolio of properties including capital works, repairs and maintenance, health and safety, building compliance, asset management, leasing and the sale and purchase of real property.</p> <p>Responsible for managing the Council’s vehicle fleet</p> | <p>Council's Property and Fleet Strategy is developed, kept current and implemented.</p> <p>Council owned property, vehicle fleet, administration buildings and facilities (including equipment, furniture and fittings) are managed and maintained, this includes:</p> <ul style="list-style-type: none"> • annual work programmes are prepared, implemented and reviewed and enable Council to meet its legislative, health and safety, asset management, and user requirements • property and facilities activities balance day-to-day operational delivery with longer-term portfolio optimisation, value maximisation and future-proofing of Council assets. • continuity plans are in place so that adequate facilities are available for Council to respond in an emergency event • surplus or obsolete property, equipment and materials are disposed of appropriately and in accordance with policy • users are consulted and kept informed of property and vehicle fleet activities |

| | |
|--------------------------------|--|
| | <ul style="list-style-type: none"> • pool vehicles are available for staff use and driver training is provided, as required • policies, plans and processes meet users' needs • accurate records are maintained. • management of leases of all council property • Budget information is provided to the Long Term Plan and Annual Plans processes for the Property function • Expenditure is managed within approved budgets • Council, committee and community board reports provide professional, accurate and reliable advice for decision-makers • Strong relationships with other Council activity managers are built and maintained. |
| <p>Asset Management</p> | <p>Council's buildings and facilities are effectively and sustainably managed, including disposal and acquisition of property.</p> <p>Asset management plans are prepared, implemented and reviewed and actively owned.</p> <p>Strategic review and optimisation of the property portfolio is undertaken to ensure assets are fit-for-purpose, aligned to demand and contribute positively to Council's long-term financial sustainability.</p> <p>Asset performance is monitored, and appropriate strategies are implemented to minimise life cycle costs including:</p> <ul style="list-style-type: none"> • Demand Management and Planning • Asset Valuations • Legislative requirements <p>Levels of service and performance measures are monitored and reviewed for continued improvement</p> <p>Risks are managed so that potential opportunities and adverse effects are identified and recorded</p> |
| <p>Capital Projects</p> | <p>Project management of the tender and construction of relevant Council assets is in accordance with best practice and within budget.</p> <p>Council redevelopment and improvement projects, including administration buildings, are supported through effective property and facilities leadership and collaboration with internal and external stakeholders.</p> <p>A collaborative approach is taken with Council staff (in particular Asset Managers) and contractors.</p> |
| <p>Leadership</p> | <p>Direct reports are competent and effectively deliver to achieve identified outcomes with high quality performance across the team.</p> <p>Team environment promotes and enables an effective, high performing, engaged and connected team</p> <p>Responsibilities of a good employer is always demonstrated.</p> <p>A safety awareness culture is led by example.</p> |

| | |
|---------------------------------------|--|
| | <p>A customer focused approach in all activities and communications is promoted and modelled.</p> <p>Business improvements are identified, developed and implemented for service delivery to enhance service and staff development and a customer and business friendly culture.</p> |
| Relationship Management | <p>A customer focused approach is provided to all customers and key stakeholders with professional, accurate and relevant information provided.</p> <p>Internal relationships are effectively managed and maintained where Managers and staff seek and/or receive advice and guidance in a timely manner with successful outcomes.</p> <p>Sound professional relationships are established and fostered.</p> |
| Organisational Support | <p>Knowledge and skills are shared and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p> <p>Civil Defence and Emergency Management training and activities are participated in.</p> <p>Other duties may be requested by the manager to support the business unit.</p> |
| Health, Safety & Wellbeing | <p>All reasonably practicable steps are taken to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>All reasonable workplace health and safety policy and procedures are followed.</p> <p>Any reasonable instructions given are complied with.</p> <p>A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy.</p> |
| Te Tiriti o Waitangi | <p>Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.</p> |

About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful *Property and Facilities Manager* will need the following to succeed:

| | |
|---|---|
| Education / Training | A tertiary qualification in a relevant field (such as a bachelors degree in property or law) or at least five years' experience in a property and facilities management role for a public sector organisation. |
| Experience | <p>Demonstrated management/team leadership experience.</p> <p>Strong understanding of asset management principles and the ability to translate strategy into practical action</p> <p>Experience and demonstrated understanding of property management legislation and practice, preferably managing public land and buildings.</p> <p>Experience and understanding of organisational risk management requirements.</p> <p>Proven experience leading projects, influencing stakeholders and providing clear, evidence-based advice</p> <p>Demonstrated experience of embedding a continuous improvement culture in business processes.</p> |
| Knowledge, skills and attributes | <p>Strong strategic ability, able to drive and influence decisions confidently with highly developed interpersonal and communication skills</p> <p>Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities</p> <p>Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes</p> <p>Strong decision making and problem-solving skills, can confidently analyse and apply key information with good judgement and takes accountability.</p> |

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

.....

Employee

.....

Date

.....

Employer

.....

Date