

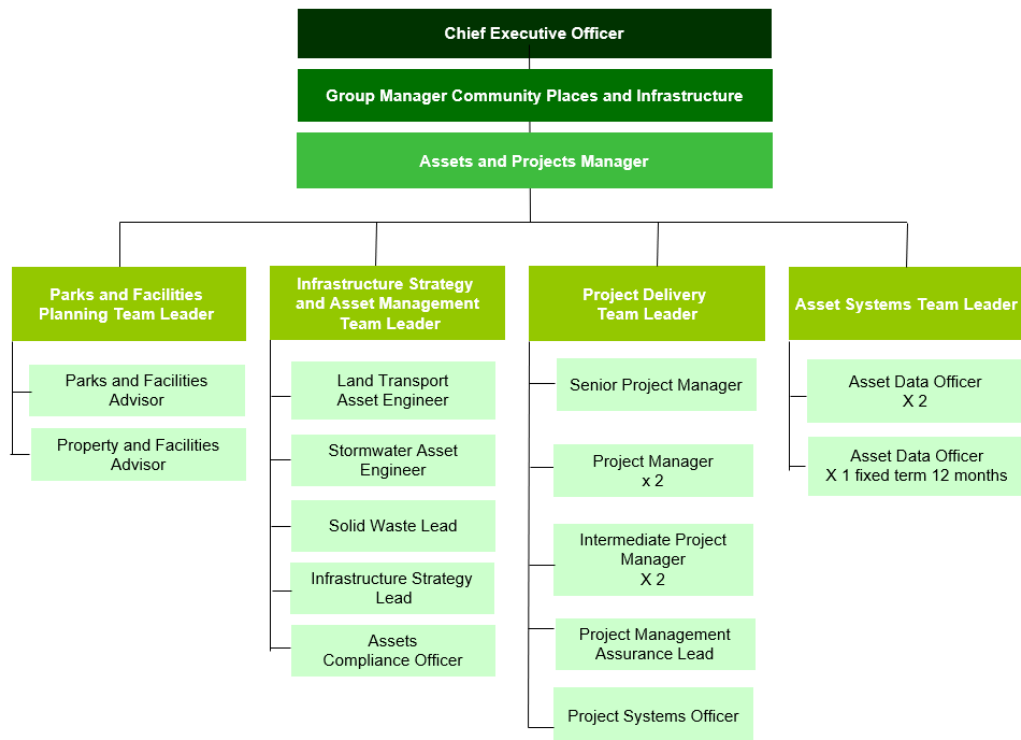


Position Description

Title:	Property and Facilities Advisor
Group:	Community Places and Infrastructure
Reports to:	Parks and Facilities Planning Team Leader
Number of staff reporting to this position:	No Direct Reports
Position purpose:	To assist with the development, review, and implementation of policies, strategies, and plans related to Council-owned buildings, property and facilities. To provide strategic and technical advice to Council (management, staff, elected members) and the public on buildings, property, and facilities matters.
Date:	August 2026
Grade:	14



Organisation context



Our Vision: Making a difference

We as a Council strive to make a difference in our community in everything we do. In our work, in our district, and in our staff culture.

Making a difference means doing your job to the best of your ability, to improve the district, the towns we live in, and the lives of the people who live in Matamata-Piako.

The way we do things, has a real opportunity to make a difference in the lives of those who live in our communities.



Our Mission: Working with the community

Our mission is to work with the community to enhance the lives of all those in the district.

What we do has a direct effect on our community - the better the quality of our work and the more we work with our community, the better our community will be.

What we do matters.



Our Values: We do it right, we do it better, we do it together



Expected behaviours

We do it right

- We are accountable for our actions
- We take ownership of our work
- We provide great customer service
- We are professional in all our dealings with others
- We are aware of how our actions reflect on Council
- We are open and honest with each other
- We are trustworthy
- We are responsible for our own wellbeing and the wellbeing of our workmates

We do it better

- We are open to learning and change
- We are self motivated and we use our initiative
- We learn from our mistakes
- We challenge the status quo
- We strive for continuous improvement
- We are friendly, helpful and flexible
- We are solution centred

We do it together

- We work together as one team
- We respect and accept the views of others
- We are informed and we keep others informed
- We share our knowledge with other teams
- We celebrate success
- We are actively involved as part of the team



Key accountabilities

The position of Property and Facilities Advisor encompasses the following functions or Key Accountabilities:

- Strategy, Policy, Asset Management Planning & Forecasting
- Technical & Regulatory Advice
- Continuous Improvement (Systems, Data & Processes)
- Cover and Support
- Safety and Wellness
- Customer, Community and Stakeholder Focus
- Organisation Contribution, Risk and Compliance
- Business Resilience/Civil Defence Emergency Management (CDEM)

The requirements in the above Key Accountabilities are broadly identified below:

Jobholder is accountable for	Jobholder is successful when
1 Strategy, Policy and Asset Management • Assist your manager with development, review and implementation of buildings, property and facilities strategies, policies and plans, including asset management plans (AMPs), maintenance plans, renewal programmes, service level plans, and related planning documents as required. • Assist your manager with reviewing and updating relevant policies, strategies, asset management plans, maintenance plans and service levels for Council buildings, property and facilities to ensure they remain fit for purpose and aligned to Council objectives.	• Contributes to initiatives affecting longer-term provision, optimisation and renewal of Council buildings and community facilities. • Sound and timely advice. • Property and facilities plans are developed with appropriate consultation and meet statutory, technical and service requirements.



• Provide input and assistance to wider team(s) working on corporate policies and plans (e.g. Long Term Plan, Annual Plan, District Plan, bylaws, development standards and plan changes) where these concern Council buildings, property holdings, community facilities, or the delivery of related services. • Assist your manager with coordinating planning and programming activities, preparing projects, and forecasting operational and capital expenditure (including renewals and maintenance) for Council buildings, property and facilities.	• Appropriate consultation and engagement processes followed where required • Corporate strategies, policies, plans and bylaws are fit for purpose and reflect property and facilities considerations where relevant. • Positive and constructive relationships maintained with other staff, treaty partners, other government agencies, community groups etc.
2 Technical and Regulatory Advice • Assist your manager with providing technical advice and interpretation regarding relevant legislation, standards and policies for Council buildings, property and facilities (e.g. Local Government Act, Building Act, Health and Safety at Work requirements, and applicable standards). • Liaise with other teams to ensure management, use and maintenance of Council buildings and facilities complies with statutory obligations, service requirements and Council policies. • Provide technical advice and comment on building, property and facilities aspects of subdivision/resource consent applications where there are implications for Council assets, operations, access, or service delivery.	• Council is compliant with relevant property, building and health and safety obligations and meets its duties as owner/occupier and service provider. • Property and facility requirements are identified early and addressed in the right places to support service delivery and community outcomes. • Council buildings and facilities are protected from inappropriate use, unplanned risk, or avoidable deterioration through good advice and controls. • Appropriate use and enhancement of Council buildings, property and facilities is enabled through sound planning and advice.



• Collaborate with Capital Works/Project teams and relevant specialists to ensure new, upgraded or renewed facilities are fit for purpose, compliant, accessible and operationally sustainable. • Comment on applications, approvals and operational proposals affecting Council-owned buildings, leased properties and facilities (including access, occupancy, use, and asset protection considerations). • Provide advice on current and previous use and management of Council buildings, property and facilities, including condition, constraints, operational risks and improvement opportunities. • Assist your manager with strategic advice to support property and facilities negotiations (e.g. leases/licences, renewals, acquisitions/disposals, and space/occupancy planning) in line with Council objectives. • Report writing and presentations as required	• Advice enables informed decision-making • Awareness of sector issues, trends, good practice informs advice and decision-making • Sound advice provided • Reports provide free and frank advice in a professional manner
3 Continuous Improvement (Systems, Data & Processes) • Seek opportunities for innovation and improvement of systems, data quality, tools and processes used to plan, manage and maintain Council buildings, property and facilities to improve effectiveness and efficiency. • Enhance Council's performance by making use of the knowledge, expertise, contacts and experience of the wider business, and by	• Processes and systems are improved resulting in improved outcomes • There is a close working relationship with other members of the team to connect, share and implement best practice.



sharing learnings to support consistent, best-practice facilities and property outcomes. Assist your manager with implementation and tracking of relevant Improvement Plan actions and agreed improvements for buildings, property and facilities (e.g. AMP improvements, data/process improvements, or service level enhancements).	Initiatives provide sustainable and long-term improvements and customer outcomes
4 Cover and Support - To provide cover and support within the Parks and Facilities Planning team as directed by your manager. - To provide cover and support for others in the team - Assist with gathering, maintaining and interpreting condition, utilisation and performance information for buildings and facilities, and provide advice on operational constraints, risks and improvement opportunities to support renewals, maintenance and service level decisions.	Cover and support is provided as required.
5 Safety and Wellness Taking day-to-day responsibility for working safely and supporting the wellbeing of yourself and others.	Work is planned and carried out safely, with hazards/risks identified early and managed appropriately. You participate



• Following safe work practices, using required controls (including PPE), and stopping work if it is unsafe. • Identifying hazards/risks, applying controls, and escalating issues you cannot resolve. • Reporting events (including near misses), participating in investigations/learning reviews where required, and contributing to continuous improvement in safety and wellness.	in safety and wellness training, health monitoring, and return-to-work processes as required for your role. • You consistently follow MPDC safety and wellness requirements, including contractor or volunteer management and procurement processes where applicable. • You speak up, stop unsafe work, and escalate concerns early. • You report safety events promptly and contribute to learning and improvement.
6 Customer, Community and Stakeholder Focus • Providing professional, timely and respectful service to customers and colleagues across all channels (phone, face-to-face, email and written correspondence). • Recording, progressing and following through customer requests in line with agreed processes and service standards. Communicating clearly, using plain language where appropriate, and keeping people informed of progress and outcomes. • Showing cultural awareness and respect in day-to-day interactions, including understanding the relevance of Te Tiriti o Waitangi to your role and considering Māori and community perspectives where required.	• Customers receive timely, accurate and respectful service, with clear information and appropriate follow-up. • Requests and enquiries are recorded correctly, progressed efficiently, and action taken decision communicated within expected timeframes. • Interactions demonstrate cultural awareness and support constructive relationships with colleagues, stakeholders and the community.



7 Organisational Contribution, Risk and Compliance - Contributing to the wider organisation's success beyond your immediate tasks by working collaboratively, sharing information early, and supporting a positive team culture. - Using approved systems and processes to keep information accurate, complete and up to date (including records and customer/service information as required). - Complying with Council policies, procedures and legislative requirements relevant to your role, and raising concerns early if you are unsure or see something that may be a breach. - Using Council digital and technology systems responsibly and in accordance with Cybersecurity policies and guidance (including protecting logon credentials, handling information appropriately, and reporting cyber incidents or potential risks). - Following procurement and purchasing requirements when ordering goods/services, including seeking approvals and using delegated authority processes where applicable. - Supporting a risk-aware culture by identifying risks in your work, applying controls, and escalating new or changing risks.	- You work constructively with others across the organisation, contribute to continuous improvement, and build your capability through learning and development. - Work is completed using approved processes and systems, with accurate records and information. This includes payroll processes such as time-sheets and leave applications, and keeping business processes up to date. - Policies are complied with and procedures are followed, and issues or uncertainties are raised early. - Digital tools are used responsibly and securely; potential cyber risks are identified and reported. - Purchasing and procurement activities are completed correctly and on time, and approvals are obtained where required. - Risks are identified, controls are applied and new risks are reported. L&D processes are followed and development needs are discussed with your manager.



Participating in required learning and development, applying new skills, and sharing knowledge to improve outcomes.	
8 Business Resilience / Civil Defence Emergency Management (CDEM) - Recognising that business continuity, crisis management and CDEM is a shared responsibility across Council. - Completing required CDEM/business continuity training and understanding your role in an emergency. - Considering business continuity and CDEM impacts in day-to-day work, raising risks or improvement opportunities when identified. - Participating in readiness activities, exercises, and response or recovery activities when required (including undertaking duties outside normal BAU during events).	- You understand your responsibilities in an emergency and follow instructions during events. - Required training is completed and kept up to date. - Risks and impacts to service delivery are raised early and improvement opportunities are identified. - You participate in readiness, response and recovery activities when required.

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.



Work complexity

Most challenging duties typically undertaken:

- Assisting with the development and implementation of Council Strategies, Policies, and Management Plans
- Timely and accurate technical advice
- To assist with the developing the Community Facilities Activity Management Plans for the Assets and Projects Manager
- Develop & Implement Asset Management Plan improvement tasks
- Multi-tasking on various projects
- Policy analysis and interpretation'

Key relationship skills

Key internal and/or external contacts	Nature of the contact most typical (e.g. courtesy, giving/receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, influencing and persuading, resolving minor conflicts, mediating, negotiating, formal negotiation, supervising, leading.)	Frequency of interaction D - daily W - weekly M - monthly
Public	Courtesy, giving/receiving information, explaining things to people, clarifying needs	D
Staff	Giving and receiving information, explaining things to people	D
Managers	Liaising, giving receiving information	W
Elected Members	Provision of advice, reporting	M
Iwi/Stakeholders/Community Groups/Other Government Agencies	Courtesy, liaising, giving/receiving information, explaining things to people, clarifying needs	M/Q

Examples of the situations which require the use of the highest level of communication or influencing skills:

- Providing advice to elected members or public forums
- Providing advice or explaining Council's position to 'hostile' audiences
- Interpretation and implementation of statutory requirements (e.g. bylaws, Reserves Act 1977, Building Act 2004, Public Works Act 1981) requiring independent decisions based upon statutory obligations).
- Maintain customer satisfaction levels of external individuals and organisations (e.g. community groups, sports clubs, etc).

Examples where the role co-ordinates or provides coaching or monitors the work of other people not reporting directly to the role (e.g. contractors)? Two examples, how often?

- Consultants/contractors e.g. Architects, designers, builders, landscape architects, urban designers etc.
- Staff from other departments across the organisation



Person specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of qualifications/experience, knowledge or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Essential	Preferred
Education and qualifications • Under-graduate Diploma or equivalent in a relevant field. • Full NZ Drivers' Licence Knowledge and experience • Good written and verbal communication skills • 3-5 years' experience in a related field at local authority or government organisation	• A qualification or professional experience in a technical field pertinent to building, facilities, or property management. • Previous experience working in a similar local government role and organisation. • Background in Asset Management and Strategy development • Good understanding of the legal issues pertaining to tenancy and Local Government. • Developing strategies, plans and giving advice on property, building and facility matters • Ability to interpret legislation and policy and apply it practically • Knowledge of relevant legislation in particular Reserves Act as well as Local Government Act and Resource Management Act • Experience engaging with and maintaining relationships with stakeholders

Skills & Competencies

- Legislation - Has the ability to interpret and enforce a wide range of legislation
- Report Writing - Expressing ideas clearly in reports or other documents that have appropriate organisation and structure, correct grammar, language and terminology, adjusted to the characteristics and needs of the audience.



- Interpersonal Skills - Establishing and maintaining relationships with staff, customers and suppliers to improve the overall effectiveness of the position
- Collaboration - Working effectively with others in the organisation outside the line of formal authority (such as peers in other units or senior management) to accomplish organisational goals.
- Community Awareness - Considers impact of proposed actions/decisions on local community; develops relationships with, consults with and involves community in areas of interest/impact.
- Analytical Thinking - Can gather detailed information and investigate issues in detail to identify trends, patterns and core issues.

Change to position description

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Position holder

Date

