

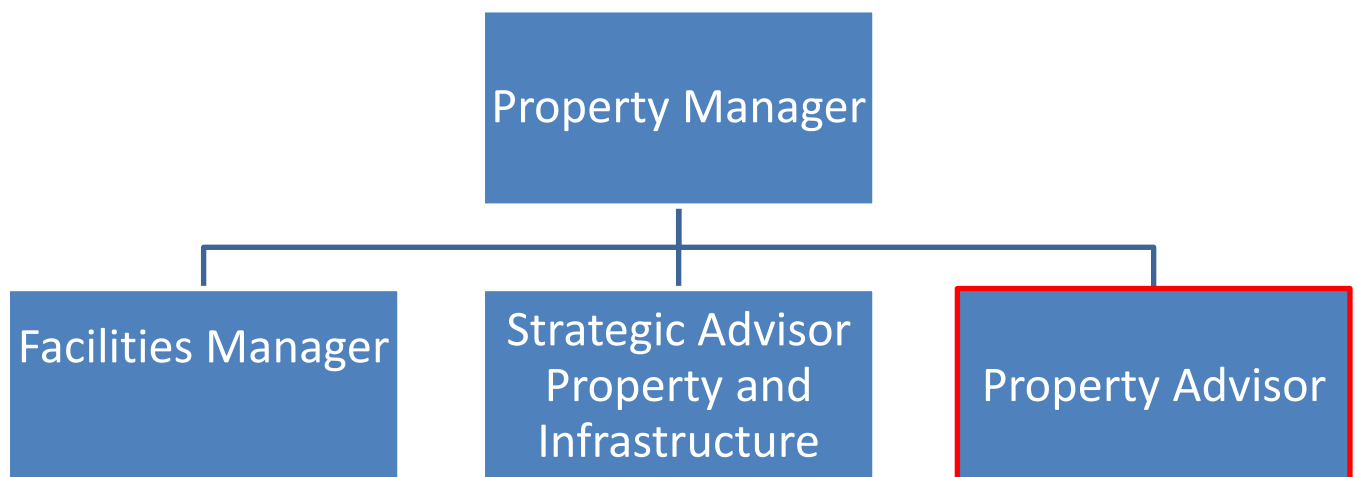
PROPERTY ADVISOR

POSITION DESCRIPTION

POSITION INFORMATION

Group	Corporate
Team	Property
Reports to	Property Manager
Direct Reports	Nil
Primary Location	72 Lake Terrace (or other location) and mobile between various Council Offices and around the District to fulfil key tasks
Financial Authority	Nil

TEAM STRUCTURE



POSITION PURPOSE

To assist in the management of all Council owned property to ensure it is strategically managed and maintained cost effectively in an integrated and planned way.

- o To provide analysis and advice on property related matters to customer enquiries and staff
- o Project management, monitoring and administration of community and commercial leases and licences on behalf of council including working to develop strategies and policies for leasing from and to Council
- o To be part of the development and delivery of council's property strategy
- o Provide advice and support to the organisation on prospective leasing arrangements to ensure consistency and robust leasing arrangements
- o Assist with analysis and advice for the management and maximisation of Council's property portfolio including acquisition, development, and disposals
- o Participate in the development and implementation of policies and processes in line with council strategies and legislative requirements

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Property Development <ul style="list-style-type: none"> o Undertake research and analysis of property related enquiries and other land matters o Assist in the development of a long-term property strategy for Council and associated property management procedures o Project manage Council's property assets including acquisition, development, and disposal o Support the generation of income and managing expenses to allow maximum return on investment o Providing information and reporting for Long Term Plan, Annual Plan and Annual Report o Collaborate with strategic partnerships team, reserves, and policy to support optimisation of properties/facilities 	<ul style="list-style-type: none"> o Council's return on investment is maximised, whilst balancing social, cultural, and environmental needs o Property is seen as a vital part of Taupō District Council o Property assets are proactively managed and leveraged to support the community as a whole o Property matters are managed effectively in line with local government requirements and RMA
Lease Management <ul style="list-style-type: none"> o Drafting of leasing/licencing agreements, variations, and renewals o Review and implementation of leasing and licence applications process to enhance effectiveness o Managing executions of these leases and licences o Negotiation with prospective or existing lessees or landlords o Preparing necessary documentation associated to appropriate legal standards for leasing land or buildings, and licencing arrangements 	<ul style="list-style-type: none"> o Draft documents are prepared and executed to a high standard with clear expectations and legal provisions o Negotiations and analysis work is completed on time, and documentation is submitted to the relevant organisations appropriately o Procedures for applicants are clear and understandable o Leases and licences are monitored regularly and compliance with obligations is achieved o Relationships with tenants are appropriately managed o Documentation filed appropriately

Responsibility	Key Functions/outcome
<ul style="list-style-type: none"> o Assessing applications for new leases or licences and their suitability from a leasing perspective o Managing relationship with tenants and or landlords on behalf of Council o Monitoring and reviewing leasing documents and compliance with relevant clauses including undertaking rent reviews and inspections o Writing reports for Council on leasing agreements and proposals as required o Providing support to the wider organisation on draft lease agreements and risks and opportunities analysis 	
Key Stakeholder Liaison <ul style="list-style-type: none"> o Building effective and functional relationships with key stakeholders o Co-ordinating and facilitating meetings with key stakeholders o Liaising with Managers and other Council staff o Building effective and functional relationships with Councillors o Enhance engagement with iwi 	<ul style="list-style-type: none"> o There is an increase in key stakeholders understanding of the resource management functions of Council o Relationships between Council and key stakeholders are developed, enhanced, and maintained
Policy Advice <ul style="list-style-type: none"> o Advising on potential or actual changes to relevant policy documents as required to enable optimisation for commercial, infrastructure and land development projects o Providing effective policy advice through clear and concise reports and briefings o Assisting with the preparation of strategic and corporate plans relevant to Council 	<ul style="list-style-type: none"> o Policy considerations for property and infrastructure projects are identified and appropriately addressed o Relevant policies are reviewed and advised on effectively o Work is completed within required statutory timeframes
Customer Relationships and Advice <ul style="list-style-type: none"> o Providing advice to consultants o Providing various forms of oral and written communication o Responding to customer inquiries 	<ul style="list-style-type: none"> o Enquiries are responded to appropriately in a timely manner
Project Management	<ul style="list-style-type: none"> o Undertakes projects and/or other initiatives that may be assigned by your manager or Executive
Health & Safety & Wellbeing	<ul style="list-style-type: none"> o Model a culture of safety and wellbeing for your staff (if in a Supervisor/Manager position) o Take responsibility for your own health and safety o Ensure your own actions keep self and others safe o Identify, report, and assist to eliminate hazards/risks in workplace

Responsibility	Key Functions/outcome
	<ul style="list-style-type: none"> o Participate in local workplace safety management practices o Participate in workplace wellbeing initiatives o Ensure compliance under Health and Safety at Work Act 2015
Digital Solutions <ul style="list-style-type: none"> o Open to new ideas, new ways of doing things through digital solutions. o Participates in and supports new digital solutions. o Handles situations and problems with innovation and creativity 	<ul style="list-style-type: none"> o Digital solutions are considered and implemented where possible prior to or in conjunction with considering other options. o New digital systems are adopted when implemented.
Records and Reporting	<ul style="list-style-type: none"> o Ensure accuracy of information/records in systems adopted by the department/organisation. o Produce accurate reports as required for manager and/or Executive
Emergency Management	<ul style="list-style-type: none"> o Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> o TDC Staff o Elected members 	<ul style="list-style-type: none"> o Tangata Whenua o Key stakeholders o Territorial & Regional Authorities o Consultants and other professional advisors o Central Government Agencies o Non-Governmental Organisations o General Public

VISION

“Making a better life for you and your families. We’re in this together – let’s make it work!”

VALUES

Kia kōtāhi mai – We’re in this together

Unite

Connect

Deliver

Kōtahitanga

Six key behaviours summarise how we will operate and support our values:

- o Share and seek information with open, effective, and intentional communication
- o Support one another with honesty, respect, and integrity in all interactions
- o Exceed expectations of the community and beyond
- o Seek improvement in all that we do
- o Harmonise life and work
- o Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> o Degree in a relevant subject area for example Resource or Environmental Planning, Business, Law, or alternative qualification in Property Management as appropriate 	<ul style="list-style-type: none"> o Knowledge of relevant legislation including Public Works Act, Reserves Act, Property Law

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> o A "People person" o Analytical skills o Consultation skills o Project Management skills 	

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> o Local Government knowledge o Written and verbal communication skills o Current Full Drivers Licence o Experience with leases and licences including development of leasing terms and conditions 	<ul style="list-style-type: none"> o Property Management for commercial and residential tenancies o Negotiation expertise and experience

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		