

PROPERTY & ASSET LEAD	
NAME	
TENURE	<ul style="list-style-type: none"> • 1 FTE • Permanent • Start Date:
PLACE OF WORK	Sumner Campus, Christchurch
DEPARTMENT	Corporate Services
REPORTING TO	Director of Corporate Services
DIRECT REPORT(S)	Property and Asset Team (7 FTE)
FUNCTIONAL RELATIONSHIPS	<ul style="list-style-type: none"> • Executive & Senior Leadership Team • Corporate Services • Property & Asset Team • IT & Digital Team • Finance Team • Managers & Team Leads • External Stakeholders
TRAVEL	National as required
PURPOSE OF THE ROLE	<p>While working collaboratively with the leadership team to operationalise our strategic goals, the Property & Assets Lead is responsible for the oversight and optimisation (efficiency, effectiveness, compliance, and safety) of the systems and processes that provide for the planning, procurement, allocation, operation, maintenance, disposal or return of property, associated assets* and vehicles.</p> <p>*Excludes ICT related assets and associated services.</p>

KEY ACCOUNTABILITIES	
Property & Asset Management	<ul style="list-style-type: none"> • Ensure buildings, grounds, equipment and other assets under the jurisdiction of the Board are safe, accessible, well maintained, current and secure • Work with host schools to ensure buildings, grounds, equipment and other assets under the jurisdiction of the host school are safe, accessible, well maintained, current and secure • Manage and maintain the 10-Year Property Plan (10YPP), including the two 5-Year Annual Plans (5YA) ensuring they are current • Oversee and manage the Property Occupancy Documents (PODs) • Manage the property and grounds team to ensure Ko Taku Reo facilities are attractive and well-maintained. • Engages with MOE, host schools and other landlords to ensure Ko Taku Reo meets all regulatory and legislative obligations • Oversees and manages the Contracts/Contractors and preferred providers of trades (plumbers, electricians, waste management, gas fitters etc) • Oversee and ensure that all required emergency and crisis drills, and equipment are current, correct and operational • Regularly reviews internal systems and processes relevant to property and asset and management, including collaboration with other relevant Managers • Work with the Finance Team to ensure that all fixed assets are recorded and managed within the organisation’s Fixed Asset Register
Vehicle Fleet Management	<ul style="list-style-type: none"> • Work with Finance Team regarding decisioning (planning, procurement and allocation) of board owned and leased vehicles • Board owned and leased vehicles are logistically managed regarding allocation, operation, maintenance, recall, disposal or return • Ensure fleet and drivers are compliant with applicable legislation, policy, procedure and guidelines
Property & Asset Procurement	<ul style="list-style-type: none"> • Needs identification: Working with Leads and Managers to identify what goods and services are required • Sourcing: Finding potential suppliers who can provide the required goods or services in line with best practice principles (e.g., fair, fiscally sound, meets need, standard business procurement platforms, evidential) • Tendering/Bidding: Involve competitive process(es) to select the best supplier

	<ul style="list-style-type: none"> • Negotiation: Discussing and agreeing on terms and conditions (within approved budget) with successful supplier • Contract Management: Manage contracts(s) through lifecycle, including performance, monitoring, reporting as required and payment • Supplier Relationship Management: Development and maintenance of preferred supplier register, develop and maintain professional relationships with suppliers • Risk Management: Identify and mitigate risk and potential risks associated with any specific procurement using standard management tool(s).
<p>Leadership & Management</p>	<ul style="list-style-type: none"> • Lead, manage and mentor the Assets & Property Team including but not limited to, day-to-day, leave application, induction, performance appraisal, support and exiting • Foster a collaborative and innovative Team culture that promotes inclusion, professional development and continuous improvement • Participate in leadership meetings as required • Ensure Property & Asset Team participation in relevant organisation meetings and process (e.g., HSW, emergency drills, all-staff meetings) • Strategies, projects and ‘business as usual’ are formalised in high standard planning documents • Annual Property & Asset Plan is developed, maintained and put into effect • Contribute to the annual budgeting process in led by finance • Monitor and manage resources for the department ‘ensuring budget allocations enhance the department and that it operates within budget • Projects are planned, approved, aligned with business strategy, within budget and delivered on time • Ensure excellent access and user-friendly process(es) to Property & Asset Team and organisation resources • Policy and process documents relevant to property and assets are reviewed and updated • Provision of professional and strategic advice, planning and reporting to the Director of Corporate Services as required • Participate in the HS&W committee

PERSON SPECIFICATION	
Qualification(s) and Technical Skills	<ul style="list-style-type: none"> • A relevant tertiary qualification • A high level of computer literacy • People leadership and staff management experience • Strong practical working knowledge of Health Safety & Wellbeing, Privacy, Transport, Contractor Management, Construction and Building, Resource Management legislation and council codes and regulations • NZSL (New Zealand Sign Language) fluent or commitment to learn • Driver's License (full and clean)
Experience and Knowledge Profile	<ul style="list-style-type: none"> • Five plus years work experience at a senior/leadership level in the public sector, particularly in Corporate Service functions • Expertise in the delivery of operational policy and process within legislative obligations • Communication (written, oral, clarification and comprehension) • Fleet vehicles • Multiple buildings management including but not limited to compliance • Multi-tasker, adaptable • Time management including prioritisation • People management: evidences ability to motivate and influence behaviours and decisions of direct and indirect reports • Research and analysis • Awareness of and able to incorporate into practice Te Ao Māori, tikanga, and te reo Māori is desirable • Eye for detail and a 'big picture' understanding • Effectual relationship management • Problem analysis with strong resolution and or correction approach
Key Competencies	<p>Decision Quality / Sound Judgement Makes good decisions based on a mixture of data, analysis, experience and sound judgement. Is sought by others for financial, budgetary, advice and solutions relevant to property and assets management.</p> <p>Planning Accurately scopes out timeframe, difficulties in tasks, resources required; sets objectives and goals, breaks down work into process steps and tasks; develops schedules and task/people assignments with thresholds for decision-making; anticipates and adjusts for problems; reviews and measures performance and costs against goals and evaluates outcomes.</p>

	<p>Problem Solving / Analytical Skills Uses rigorous logic and methods to solve complex problems with effective solutions; probes all probable sources for answers; can see hidden problems; is excellent at honest analysis to make well-informed decisions; looks beyond the obvious and does not stop at first answers.</p> <p>Peer Relationships and Collaboration Can quickly find common ground and solve problems for the good of all; can solve/resolve problems with a peer with minimal disruption to work; can represent their own interests while maintain notions of justice and fairness; perceived as a team player who easily gains trust and support of peers and can be candid without compromising kindness; encourages collaboration capitalizing on the skill and strengths of team members.</p> <p>Interpersonal Savvy Relates well to different groups of people and builds rapport in all encounters.</p> <p>Professional Integrity and Trust Demonstrates the ability to act in a manner that conveys high personal and professional standards consistent with Ko Taku Reo policies and processes, and any affiliate organisation standards they are member to; builds and maintains trust; is experienced by others as a direct and truthful person; can present the unvarnished truth in a respectful, appropriate and helpful manner; maintains confidences; consistently takes personal and full responsibility if and when they make a mistake.</p>
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SIGNED:

DATE:

Property & Asset Lead

Matthew Koning
Director of Corporate Services