

Position Description: Property Projects Officer

Business Group	Assets & Infrastructure
Reports To	Property Team Leader
Direct Reports	Nil
Date	August 2025
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Purpose of the Position

The Property Projects Officer is responsible for the project management of some of the Property Services capital projects through the design, consenting and

construction process. This includes the planning, coordination, communication and delivery of activities required to complete projects to a high standard and within existing project management practice. The position also assists with property long range planning and maintenance of Timaru District Council property assets and that robust business cases are developed for projects

Key Relationships / Customers

External	Internal
Members of the public	Property Services Unit
Contractors, Suppliers	Assets & Infrastructure Group
Suppliers	All TDC Units
Tenants, Lessees	All TDC Staff
Professional advisors	
Other local authorities	

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

1. In conjunction with the Property Team Leader, manage Property Services capital projects to enable timely delivery of projects.
2. Work with Property Team Leader, Unit team members and other stakeholders to develop business cases that define project scope, benefits, risks, critical paths, budget, milestones, resources and success measures.
3. Identify project risks and mitigations from the outset and monitor regularly to ensure a 'no surprises' approach.
4. Oversee all aspects of project lifecycle. Set deadlines, assign responsibilities and monitor project progress.
5. Ensure asset data and construction as-builts are submitted into relevant asset databases, contract management and record systems.

6. Develop comprehensive project plans to monitor and track progress. Create and maintain comprehensive project documentation providing accurate project status reports, project milestones, budget, risks, issues and other project records or controls in a timely manner.
7. Work with Property Team Leader to develop communication plans to ensure timely and appropriate consultation and communication with stakeholders.
8. Establish and maintain relationships with third parties/contractors and all stakeholders, including monitoring Health and Safety on construction sites.
9. Track and actively manage project budgets to ensure the project is delivered within the approved budget. Where there is a risk of over/ under spending, the appropriate escalation and reporting process are followed.
10. Undertake post project reviews with stakeholders, record opportunities for improvement, share lessons learned and best practice across the business.
11. Provide back-up support to Property Team members in the management of; cleaning contracts, annual property inspections, social housing assessments and maintenance, contractor management, tenancy issues, and, where required the management of parks property matters.
12. Assist urgent matters referred by Council's After-hours Call Centre if required.
13. Actively engage in setting own goals and objectives.
14. Assist with other duties as reasonably required by the Property Team Leader.
15. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
16. To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
17. To be actively involved in Civil Defence Emergency Management when required.
18. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
19. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	Certificate or Diploma in Business (Level 5).
Desired Qualification	Relevant business degree (Level 7) plus a Project Management Professional (PMP) qualification or similar.
Minimum Experience	Five years' property and/or project management related experience.
Desired Experience	Five plus years' property and/or project management related experience.

Key Competencies / Skills / Knowledge

- Previous experience in managing multiple projects and/or experience in managing multiple contractors delivering projects, and programme delivery principles.
- Previous project costing, budget preparation, budget management, budget monitoring and reporting experience.
- Sound understanding of project management principles and processes.
- Experienced user of MS Project and MS Office toolset (Word, Excel and PowerPoint).
- Experience in administering legislative, statutory and contractual obligations within local government environment or similar.
- Understanding of the Health and Safety at Work Act 2015.
- Excellent communication skills, able to communicate clearly, respectfully and deliver verbal and written information in a logical and concise manner.
- Proven ability to work collaboratively within a team environment. Being able to develop and maintain productive working relationships with a diverse range of internal and external stakeholders, a particular strength.
- Solid organisational and attention to detail skills, with the ability to multi-task and work autonomously.
- A flexible approach to change and a desire to embrace the opportunities arising from a dynamic work environment.
- Proactive in problem identification and solutions.
- Have a current full driver's licence.

- Great sense of humor and work ethic.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

General Manager

Assets & Infrastructure

Property Project Officer

Date

Date