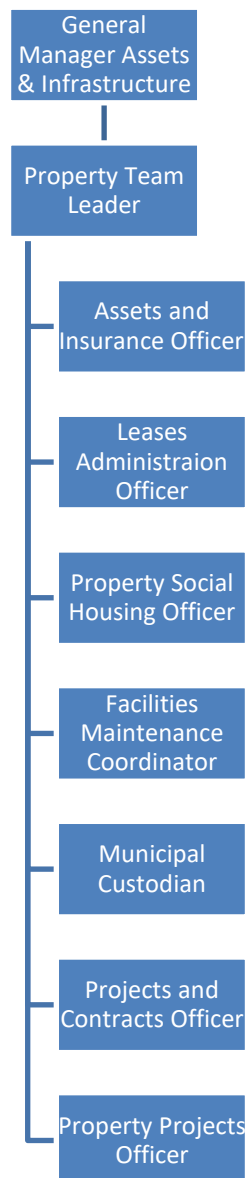


Position Description: Property Team Leader

Business Group	Assets and Infrastructure
Reports To	General Manager Assets and Infrastructure
Direct Reports	7
Date	May 2025

Business Group Structure



Position Responsibilities

The property team manages Timaru District Council buildings and community facilities. This includes social housing, municipal and community facilities buildings, public toilets and investment properties.

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.

Property and Facilities

1. Oversee the assessment and arrangement of maintenance and other related matters in the annual budgets for all assets managed in the portfolio.
2. Manage and deliver the maintenance and when required, capital projects programs within the approved annual budgets for Council facilities and buildings assets.
3. Manage key contracts across Council building and facilities ensuring they are delivered on time to a high standard and payments completed accordingly.
4. Manage in-house cleaning and maintenance activities to achieve a high standard and efficiency.
5. Oversee the leasing and management of Timaru District Council's land and buildings, including the Social Housing portfolio.
6. Ensure annual inspections of all properties are completed to ensure they are appropriately budgeted for in long term plans, capital programs and other key Council initiatives.
7. Oversee the administration of Timaru District Council (TDC) insurance portfolio, managing insurance functions in accordance with the Local Government Act, Regulations, NZ Standards and Council Policies.
8. Prepare business cases, procurement plans for building asset renewals, upgrades and service delivery improvements for Asset Management Plans that will inform Annual Plans and Long Term Plans.
9. Complete Activity and Asset Management Plans for building and property assets owned by Timaru District Council.
10. Ensure the safety of buildings including the completion of seismic assessments, Asbestos Management Plans, Fire Safety plans and subsequent risk assessments for all buildings owned by Timaru District.

11. Ensure Council has emergency and routine service arrangements in place with approved contractors, including undertaking procurement processes when required.
12. In conjunction with key stakeholders, ensure all contracted maintenance and capital works on properties is completed to a high standard and authorise correct payments.
13. When required, complete and present reports to Council on portfolio related matters.
14. Oversee tenancy issues when required, including seeking advising or outsourcing to other agencies.
15. Coordinate Council investment portfolio and report on acquisition and divestment opportunities as required.
16. Be available to assist TAS to provide appropriate response to calls after hours and provide an emergency response if required. Role is on a two week on and off roster for on call services 24/7 for the Property Unit's properties.

Leadership

1. Manage daily operations to ensure safety and customer satisfaction.
2. Effectively convey vision, ideas, goals and issues.
3. Train and develop team to meet performance goals.
4. Promote team work, inter-department co-operation and knowledge sharing.
5. Actively engage in setting goals and objectives for self and team.
6. Give and receive constructive feedback.
7. Effectively utilises technical skill capacity and knowledge of team members.
8. Works with team to develop technical solutions to new or highly complex problems.
9. Quickly and effectively addresses road-blocks, issues or problems.
10. Enhanced awareness and knowledge of methods and techniques used by TDC to gain insight, plan, and make decisions.
11. Supports process improvements and resource optimization.
12. Generate and suggest ideas to contribute to unit cost saving strategies and execute initiatives.

Other

1. Actively engage in setting own goals and objectives.

2. Assist with other duties as reasonably required by the General Manager.
3. 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.
4. To be actively involved in Civil Defence Emergency Management when required.
5. Proactively lead the continuous development of health and safety culture and practices 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.
6. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously create a team culture that is consistent with the overall organisations values and above the line behaviours.
7. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	Bachelor Degree in Business or related field.
Desired Qualification	Postgraduate qualification in Project Management or equivalent.
Minimum Experience	Five years' related experience, including people leadership.
Desired Experience	Six years' experience in property and/or facility management including people leadership.

Key Competencies / Skills / Knowledge

1. Excellent communication and interpersonal skills, able to communicate clearly, respectfully and deliver verbal and written information in a logical and concise manner.
2. Ability to relate to a diverse range of internal and external stakeholders at all levels.
3. Previous experience in property maintenance and project and/or programme delivery.
4. Able to operate a computer-based property maintenance system.
5. Able to prepare, monitor and manage budgets and maintenance programmes.
6. Skilled in financial management of routine and project budgets.

7. Self-reliant, flexible, innovative and has the ability to adapt to undertake a wide range of administrative tasks.
8. Ability to efficiently manage resources.
9. Excellent analytical and problem-solving skills with a high attention to detail.
10. Ability to build and maintain effective working relationships.
11. Demonstrate judgement about what is relevant and appropriate for the organisations interests.
12. Excellent time management skills, able to prioritise and meet deadlines.
13. Able to work well as part of a team and influence others at all levels of the organisation
14. Able to handle conflict situations in a professional manner and negotiate satisfactory outcomes.
15. Ability to lead and develop team to fully utilise skill and technical capacity, to achieve individual, unit and organisational goals.
16. Sound working knowledge of unit function/s with the ability to support process improvement.
17. Effective written, verbal and non-verbal communication skills.
18. Ability to give and receive constructive feedback.
19. Excellent computer skills in the Microsoft Windows environment, knowledge of Excel is a must.
20. Knowledge of standard business and financial process and terms.
21. Ability to problem solve and self-manage.
22. Acts with honesty, integrity and in a trustworthy manner.

General Manager Assets and Infrastructure

Property Team Leader

Date

Date