

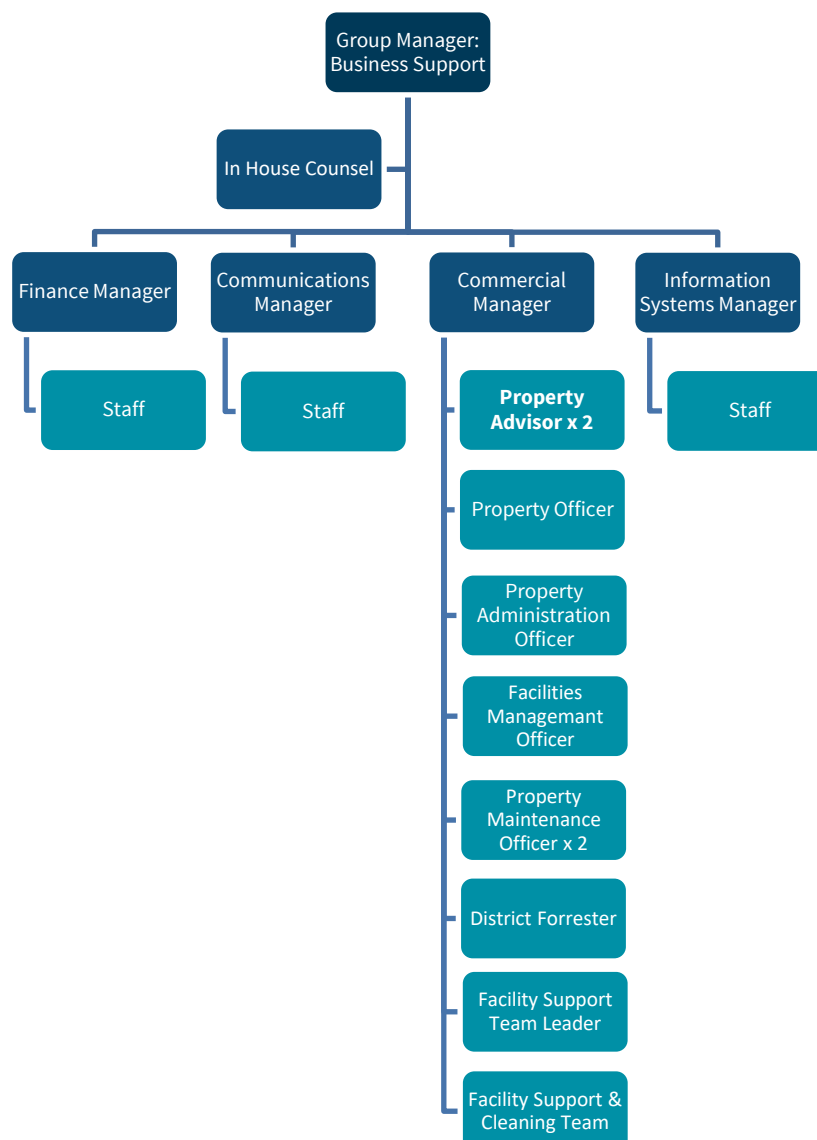
# Position Description

|                         |                      |
|-------------------------|----------------------|
| <b>Position Title:</b>  | Property Advisor     |
| <b>Reports To:</b>      | Commercial Manager   |
| <b>Team:</b>            | Commercial Property  |
| <b>Group:</b>           | Business Support     |
| <b>Employment Type:</b> | Permanent, Full time |
| <b>Date Modified:</b>   | September 2022       |

## Purpose

Manage projects for the sale, purchase, lease and/or development of Council property and the acquisition of various interests in land ensuring the delivery is of high quality, on time and within budget, and provide property advisory services that meet the requirements of the Public Works, Reserves and Local Government Acts to other groups within Council, ensuring compliance with all relevant legislation.

## Group Structure



# <sup>our</sup>Purpose and Values

Supporting our communities to thrive by working together to provide services and places for people to **connect, grow, live, work and play.**



- ✓ Build trust by communicating openly and acting with integrity
- ✓ Apply a customer lens to everything we do
- ✓ Make responsible decisions by balancing different needs
- ✓ Plan for our future and think sustainably
- ✓ Take responsibility and "own" our roles



- ✓ Know our stuff and encourage knowledge sharing and professional growth
- ✓ Learn from our successes and mistakes
- ✓ Aim to improve and innovate by questioning the status quo & bringing ideas to life
- ✓ Focus on solutions
- ✓ Follow through with our commitments



- ✓ Encourage diverse ideas
- ✓ Keep an open mind
- ✓ Have empathy for and support one another
- ✓ Care for the wellbeing and safety of ourselves and others
- ✓ Seek to understand what is important to others



- ✓ Collaborate and tackle challenges together
- ✓ Work with and for our communities
- ✓ Think about how our work impacts others
- ✓ Acknowledge and celebrate our achievements
- ✓ Value and encourage social connections

## Key Accountabilities

---

### Project Management

- Lead the delivery of property acquisition of various interests in land development, purchase and disposal activities to meet agreed budgets and timelines.
- Identify potential risk areas and develop strategies to mitigate these.
- Prepare and maintain accurate project records, including current project plan, financial and timeline for all projects.
- Manage communication and stakeholder management plans in areas relevant to property as part of overall project plan.
- Provide leadership and subject matter expertise for projects within the Property Team and wider Groups within Council and encourage greater awareness and understanding of industry knowledge.
- Manage project work to ensure that projects are completed on time, within budget and to the required quality with clear reporting, invoicing and recording systems.
- Assigned projects and assigned portfolio's may include with Mid Canterbury Aero Club, Lake Clearwater Hut Holders Association, Rakaia and Methven Medical Centres, Coastal Hut Communities and Glasgow leases

### Property Management

- With support from the Commercial Manager provide input into the Annual Plan, Long Term Plan along with strategies for reviews of operational and strategic land requirements.
- Contribute to the daily operations of the Property Team to ensure a flexible and responsive service.
- Provide efficient and accurate administration of the delivery and documentation of property transactions.
- Ensure effective and timely responses to requests for service in relation to Council's property portfolio.
- Interpret policies and procedures to enhance the effective and efficient management of Council's property portfolio including diligent property management, lease and contract administration functions and leased property maintenance management.
- Develop and maintain cooperative relationships with internal and external stakeholders, demonstrating excellent customer service at all times.
- Negotiate sale and purchase agreements, leases and licences in accordance with relevant statutes and Council policy and ensure records are accurate and up to date.
- Professional knowledge is shared with other team members informally or as a mentor when assigned.

### Asset Database Management

- Gather and assess asset value information from across asset owners and evaluate, record and integrate with existing systems.
- Develop, monitor and improve relevant databases to accurately record property data.

### Corporate Contribution

- Contribute to and follow the organisation's governance, corporate plans, policies, projects, initiatives and strategies.
- Participate in performance development and assessment processes.
- Contribute to and follow health and safety policies and procedures, including accurate reporting.
- Ensure proper care and use of plant, vehicles and equipment.
- Assist in providing civil defence functions and / or maintain the provision of essential services in emergency management events.
- Undertake any other relevant duties, including attending out of hour's meetings as requested by your Manager or Group Manager.

## Position Requirements

---

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

### Personal Qualities

#### Customer Focus

- Listens to customers and actively seeks to meet or exceed customer needs.
- Looks beyond the obvious to improve levels of service.
- Committed to delivering high quality outcomes for customers.

#### Detail Focus

- Observes fine details and identifies gaps in information.
- Prefers to follow processes to complete tasks.
- Considers maintaining levels of accuracy of high importance.

#### Relationship Building

- Promotes understanding and compromise through diplomatic handling of conflict.
- Forges useful partnerships with people across business areas, functions and organisations.
- Builds trust through consistent actions, values, communication and minimising surprises.

#### Teamwork

- Cooperates, collaborates and shares information with others in pursuit of team goals.
- Shows consideration, concern and respect for others feelings and ideas while accommodating to their style of working.
- Encourages constructive resolution of conflict within a group.

### Knowledge and Skills

#### People Management

- Aligns team with organisational values and goals through people management and modelling.
- Maximises effectiveness by selecting, developing, managing and motivating a high performing team.
- Clearly defines role expectations, monitors performance, provides timely and constructive feedback and facilitates employee development.

#### Problem Solving

- Anticipates potential problems and pre-empts required actions.
- Continually liaises with key stakeholders to ensure full understanding of the issues.
- Evaluates implemented courses of action and makes adjustments as required.

#### Communication Skills

- Organises information in a logical sequence using content appropriate for the purpose and audience, obtaining feedback to ensure understanding.
- Speaks clearly, concisely and confidently using a polite and considerate manner.
- Ensures written communication contains the necessary information to achieve their purpose.

#### Computer Skills

- Able to use and develop skills in common software applications used for word processing, spread sheeting and email.
- Understands the fundamental principles of information management including the importance of saving conventions, securing sensitive documents etc.
- Ability to navigate and use Council's core software application ensuring accuracy and efficiency.

### Organisational skills

- Sets clearly defined objectives and priorities to ensure goals and deadlines are met.
- Prioritises activities and operates accordingly, reviewing and adjusting as required.
- Recognises actual and potential barriers and finds effective ways to deal with them.

### Specialist Expertise

- A tertiary qualification in Property, or a property related discipline such as law and a minimum of five years industry experience, or at least 7 years relevant experience at a senior level in property services, land and/or the commercial property development sector.
- Demonstrated experience in the interpretation and application of legislation/policies including Local Government property procedures and requirements.
- Project Management Experience.
- Full Current drivers licence.

## Agreement

### Employee

*Name*

*Sign*

*Date*

### Manager

*Name*

*Sign*

*Date*

### Note

*Specific performance measures for this position will be discussed between the position holder and their manager through the performance development review process. From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.*