

# JOB DESCRIPTION

Position:	Property Officer	Department:	Assets
Reports to:	Property and Projects Manager	Date:	October 2024

## Purpose of position

- To be responsible for the administration of Council's property portfolio including the monitoring and management of lease, administration and legal matters affecting Council properties, including the Council Farm, the Holiday Park and various other rentals/leases of leases, licences, tenancies and permits and the operation and maintenance, including regulatory compliance, of Council owned facilities;
- To be responsible for the operation and management of the Building Facilities Maintenance Contract (BFMC).
- To generally assist the Parks and Reserves Officer in the management of parks and reserves portfolio.
- To assist the Property and Projects Manager in long term strategic planning of assets and activities, property advice and services to all council departments and activities and capital works planning and programming.

## Key Accountability Areas

1. Operational management and maintenance.
2. Capital Works Planning and Delivery.
3. Monitoring of tenancies and permits.
4. Compliance with statutory requirements.
5. Health and Safety.
6. Civil Defence
7. Other Duties.

## Accountabilities

### 1. Operational Management and Maintenance

*Day to day operations and maintenance of Council owned buildings and other facilities.*

#### Key Outcomes

- Meet levels of service specified in the maintenance contract (BFMC).
- Undertake performance audits through the course of the BFMC contract term.
- Monitor and resolve health and safety issues where necessary.
- Ensure facilities are functional and customers satisfied with service.
- Maintain and update as required asset information in Council database.

#### Performance Indicators

- Agreed levels of service in the BFMC are met.
- Performance audits carried out on time and records of these maintained.
- Health and Safety issues resolved on time.
- Positive feedback from customers.

## **2. Capital Works Planning and Delivery**

*Effective delivery of capital expenditure programme.*

### **Key Outcomes**

- Plan, develop and manage capital works programme (not delegated to the Projects Engineer).
- Plan and deliver renewal and enhancement projects on time and within budget.
- Contribute to the planning (project and financial), development and maintenance of the Property Asset Management Plan (PAMP).
- Ensure monthly reporting is undertaken in a timely manner.
- Ensure Asset Management (AM) information is accurate and up to date.

### **Performance Indicators**

- Successful planning, development and management of capital works programme on time and within budget.
- Effective delivery of renewal and enhancement projects on time and within budget.
- PAMP is maintained and used for both long term planning and operational management and maintenance.
- Timely monthly reporting.
- Current and up to date AM information.

## **3. Monitoring of Tenancies and Permits**

### **Key Outcomes**

- Ensure existing leases, licences, tenancies and permits are current and tenant obligations and performance are monitored on a regular basis.
- Renewals / reviews of Leases, licences and tenancies are enacted in a professional and timely manner.
- Ensure leases and licenses do not interfere with council performance and obligations.
- Deliver professional administration of council property portfolio.
- Ensure rental payments are up to date and arrears are pursued in a timely and professional manner.
- Develop and maintain effective working relationships and liaison with public, users, tenants, hirers, groups, lessees and licensees.
- Manage and address enquiries and complaints appropriately and in accordance with Council's policies.
- Prepare and present reports to council as and when required.

### **Performance Indicators**

- All leases, licences, tenancies and permits are current and a process is in place to manage upcoming renewals and reviews in a timely manner.
- Rental arrears equate to no more than 5% of total rent roll.
- All Council portfolio and matters of lessee/licensee non-performance are dealt with in a timely and professional manner.
- Existing leases and licenses are current and appropriate process in place to alert staff of upcoming expiries and rent reviews.
- Effective working relationships and liaison are maintained with key stakeholders.
- Enquiries and complaints are managed in accordance with Council's policies.
- Reports are prepared and presented to council as and when required.

## **4. Compliance with Statutory Requirements**

### **Key Outcomes**

- Ensure all buildings and facilities comply with the necessary consents, permits and certificates and all relevant statutory requirements.
- Complete Audits/Inspections as necessary and update necessary records.
- Review and renew as required the BFMC and other service contracts.

### **Performance Indicators**

- Processes are in place to identify upcoming renewals of consents/permits/certificates and these are actioned in a timely manner.
- Current certificates/permits are maintained.
- Audits/Inspections are undertaken and records updated.
- The BFMC and other service contracts are reviewed and renewed as required.

## 5. Health & Safety

*Health and Safety is the responsibility of everyone in the workplace. Council operates under the belief that all incidents/near misses are preventable. Staff are required to comply with all health and safety requirements, and ensure it is maintained through safe work procedures.*

### Key Outcomes

- Identify workplace hazards and risks ensuring they are managed in accordance with Stratford District Council and statutory requirements, including recording on Hazard/Risk register with regular reviews and these are reported to the Health and Safety committee
- Participate and follow all health and safety procedures and initiatives.
- Adhere at all times to the Stratford District Council Health and Safety policies and procedures to ensure staff and customer safety.
- Issues are reported to management.

### Performance Indicators

- Appropriate procedures are followed.
- Accidents and incidents are recorded in a timely manner in accordance with Stratford District Council requirements.
- Accidents and incidents are minimised and total numbers are within target as stated in the Long Term Plan.
- Accident/Incident register is kept up to date and is regularly reviewed.

## 6. Civil Defence

### Key Outcomes

- Assist in providing Civil Defence functions and/or maintain the provision of essential services in emergency management events, including effective community engagement.

### Performance Indicators

- Assigned Civil Defence duties are completed.
- Participation in organisation Civil Defence drills.

## 7. Other Duties

### Key Outcomes

- Undertake Record Management responsibilities as outlined in Council's Information Management Policy.
- Record and update processes as required.
- Complete monthly reports within specified timeframes

Together with such other duties as may from time to time be reasonably assigned and communicated to the **employee** by the **employer**.

## Discretionary Decision Making

As per Council's Delegation's Policy.

## Principal Relationships

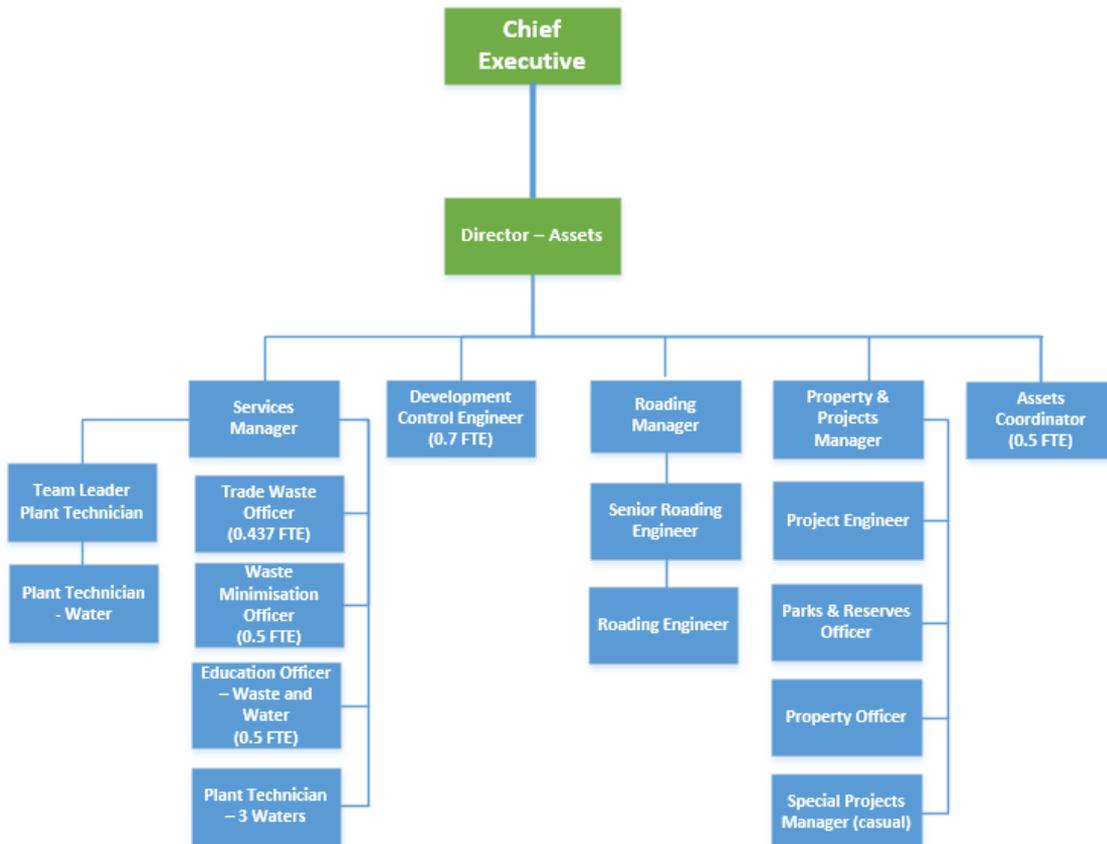
### Internal

Property and Projects Manager  
Asset Team  
Management Team  
All Staff  
Elected Members

### External

General Public/Ratepayers  
Lessees, licensees, tenants, hirers  
Clubs/Groups/Organisations  
Purchasers/Sales Reps  
Contractors and Service Providers  
Local, regional and central government

## Structure Chart



## Ideal Person Specification

### Education/Qualifications

- Relevant technical /tertiary qualification in a related field.
- Current Full Driver Licence.

### Job Knowledge

- Experience in management and maintenance of the Council's property portfolio.
- Ability to plan, organise and undertake work effectively and efficiently.

### Key Competencies

- Customer Focus - at all times applies excellent customer service principles in dealing with internal and external customers and staff.
- Communication – communicates clearly and concisely when seeking or providing information and produces clear written and well formatted reports which have clear recommendations for action. Has an understanding and is able to empathise with others.
- Organising – can manage multiple activities at once to accomplish a goal and can marshal resources to get things done, a self-starter who is methodical and organised.
- Teamwork - demonstrates an ability to work well in a team.
- Quality Results – strong time management skills.