

Property Adviser

Provide support and advice to Council's property department relating to it's property portfolio most notably around it's commercial assets.

Our Tikanga

Whanaungatanga

(fostering relationships and a sense of connection)

- We build on relationships established through shared experiences and working together.
- We get to know each other and take time to greet each other.
- We create opportunities to build relationships and share knowledge with a diverse range of people.
- We value the people around us and their unique contribution to the organisation.

Manaakitanga

(showing respect and care for others, hospitality, kindness and support)

- By showing manaaki we lift the mana (prestige) of all involved.
- We are part of the community and care about outcomes for external and internal customers.
- Our interactions with customers will respect and support their needs.

Kotahitanga

(unity, solidarity, togetherness and collective action)

- We have one shared direction and we all work together towards achieving it.
- We will stop doing anything that strays us from the agreed path to success.
- Our processes lead us to unified outcomes for our customers.
- We speak as one voice.

Atawhaitanga

(protection, stewardship, trust and a responsibility for long term outcomes)

- We deliver our responsibilities in the management and sustainability of our District in a trustworthy way.
- We collaborate and establish partnerships that enhance our role in the social, environmental, economic and cultural wellbeing of our communities.

Our expectations

As part of the Whangarei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational tikanga, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team
- deliver our services in a way that is best for the district (as opposed to best for the Council), and
- use our organisational tikanga to guide our decision making.

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Project Adviser – that's your primary task at Whangarei District Council. But working with us is much more than simply completing the task – it's about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We're continually looking at better ways of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

What you will do

- Support property portfolio owners with strategic business decisions relating to property.
- Lead the coordination of all outsourced work relating to property e.g. engagement of specialist consultants.
- Manage external contracts e.g. Pensioner Housing/Residential Housing.
- Provide reporting e.g. Yield by individual title in Commercial Portfolio.
- Assist with preparation of agendas to council.
- Provide input into decisions at a strategic level around asset retention and disposal.
- Investigate market trends and conditions providing advice to support strategic decisions around property acquisition, disposal, lease renewals etc... implementing any resulting decisions.
- Maintain a thorough understanding of property financials to provide advice on appropriate action to maximise council's investment.
- Oversight of the Whangarei District Airport and the Forestry portfolios including Airport Management Contract, relationship management financial reporting, budgeting, forecasting, procurement, contract negotiation and collation of information for insurance provision.
- Facilitate community participation in Council Property Processes, funding opportunities and policy issues. Including but not limited to tenancy surveys to assist with future planning and monitoring of assets.
- Manage rent concession recommendations to Council and liaise with Community Funding Officer.

What we all do

- Demonstrate a commitment to cultural awareness in all aspects of work and development.
- Demonstrate a commitment to Council's Diversity policy in all aspects of work and development.
- Embrace training and professional development opportunities for continuing improvement.
- Undertake Civil Defence Emergency Management responsibilities if required

Customer service

- Demonstrate a "customer first" culture within the team, department and in the wider organisation.
- Act as a Customer Advocate in the team, department and in the wider organisation.
- See customer feedback as an opportunity to improve service.
- Develop partnerships within the organisation to meet customer needs.
- Contribute to the development of customer focused policies and procedures.

Health and safety

- Accurately and promptly report all accidents, incidents and risks by the end of the working day.
- Keep yourself and others safe.
- Adhere to all Council Health & Safety policies, procedures and guidelines.

What you will bring

- Tertiary level qualification in business or commerce related discipline.
- 5+ years experience working within Public Sector Property or Commercial Real Estate fields with responsibility for relationship management and contract development.
- An understanding of principles and method of Commercial Property management.
- Strong understanding of legislation relation to commercial property and tenancy management.
- Experience in financial systems and budget management.
- Project management experience with demonstrated ability to apply Project Management Principles.

What you will bring

- Excellent analytical skills and understanding of financial reporting systems and requirements.
- Commitment to support Council outcomes through effective use of the commercial property portfolio.
- Demonstrated ability to build highly effective working relationships through stakeholder engagement and customer service ethos
- Ability and desire to work in a way that is consistent with our organisational tikanga.

Delegation

Financial responsibilities – none

Position Grade – TBA

Organisation Chart – see below

