

Kia Ora Applicant,

Thank you for your interest in the advertised position with our Council. This document tells you a little bit more about who we are, the role here and some things about our district.

About our Organisation

Our Character

The South Taranaki District Council (STDC) is a mid-sized local authority with around 220 staff (208 FTEs). We are a rural local authority operating in one of New Zealand's most vibrant economic regions and are responsible for a wide range of local services including roads, water reticulation, sewerage and refuse collection, libraries, parks, recreation services, local regulations, community and economic development, and town planning. The Council's main office is based in Hāwera (population approx. 12,000) and there are several satellite offices in towns throughout the district.

We are a progressive, values-based organisation, which is dedicated to providing quality services and facilities for our communities. We place a strong emphasis on our organisational culture, which is in turn supported by high levels of employee engagement.

Living our Values

We see our values as more than just guidelines, they are the foundation of our organisation's culture. We encourage all of our employees to adhere to the Council's values. This means behaving with a high level of professionalism and integrity, showing respect towards colleagues and the community.

Values and Common Purpose



MAKING OUR *communities* **BETTER**

About our District

South Taranaki, a better lifestyle

South Taranaki is one of the three districts which make up the greater Taranaki region – which was voted the 2nd best region in the world to visit in 2017 by Lonely Planet. South Taranaki is situated on the west coast of the North Island with the main centre, Hāwera (pop 12,000) roughly midway between Whanganui and New Plymouth. The district has a population of approximately 30,400 people spread throughout seven towns and a number of smaller rural and coastal communities, all of which have a strong sense of community.

In terms of lifestyle, it doesn't get much better than South Taranaki. Recreational opportunities abound and everything is at your doorstep - the mountain and the sea are only a stone's throw apart. The rugged coastline offers some of the best surfing and windsurfing in New Zealand (Surf Highway 45 is considered one of the best surf coastlines in the world) and the fishing off the South Taranaki coast is just superb. The breath-taking Mount Taranaki provides great walking and tramping opportunities.

South Taranaki has an amazing number of high-quality facilities that districts our size would usually struggle to have. From a state-of-the-art multi-purpose sport, events and recreation complex to modern cinemas, function centres, libraries, art galleries, museums, parks and aquatic centres - South Taranaki boasts all the benefits of a city without the hassles. Add to that, minimal traffic, low unemployment, affordable housing and safe, caring communities and you'll see why South Taranaki is the perfect place to raise a family and call home.



What this job involves

Nature and Scope

This role provides administrative support across Council's property and legal portfolio, ensuring the accurate management of property-related information, records, and documentation. The position supports a range of functions including property administration, lease and licence management, and coordination of legal and procurement documentation and processes.

Working closely with the Legal and Procurement Manager, internal teams, and external stakeholders, the role requires the ability to manage multiple priorities in a structured and efficient manner while maintaining a high level of accuracy and confidentiality. The scope of the role includes supporting compliance with legislative and Council requirements, contributing to customer service delivery, and assisting with broader organisational responsibilities such as health and safety and civil defence. The position operates with a moderate level of autonomy, while contributing as a key member of a collaborative team environment.

Other Duties

The employee will undertake other activities, duties or internal projects as directed by their Manager/Group Manager in an efficient and effective manner.

The Position

This is a permanent part-time 24 hour per week position based at the Administration Building in Hawera and will report directly to the Legal and Procurement Manager.

Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is **10**. The salary range for this position is between **\$64,980pa and \$72,200pa** and the appointed starting level will be dependent on skills and experience and will be discussed during interviews with shortlisted candidates.

For part-time positions, the actual salary will be calculated on the number of hours worked multiplied by the hourly rate.

Hours of Work

Council's offices are open to the public from 8.00am to 5.00pm, Monday to Friday. Hours of work for the position to be filled will be discussed at the interview.

Relocation Expenses (Permanent Positions Only)

The Council may assist with relocation expenses for household goods only on the basis of at least two competitive quotes. Should the appointee leave the Council's employment for any reason within a period of two years of the appointment, the Council will require the appointee to refund the removal cost on a pro rata basis.

Applications

If you would like to join NZ's most "Can Do Council", please apply online via the Council's website, www.southtaranaki.com under Council Vacancies. The deadline time and date for applications is stated on the Application Form.

If your application is successful, the information on your application form will become part of the Council's personnel records.

Thank you again for considering joining Council's staff and if you would like more information on this position or to discuss what it's like to work for an outstanding rural local authority, ring us on 278 0555 (local) or 0800 111 323.

You will find the job description for the position and Council's Vision and Values on the next few pages.

PEOPLE & CAPABILITY TEAM

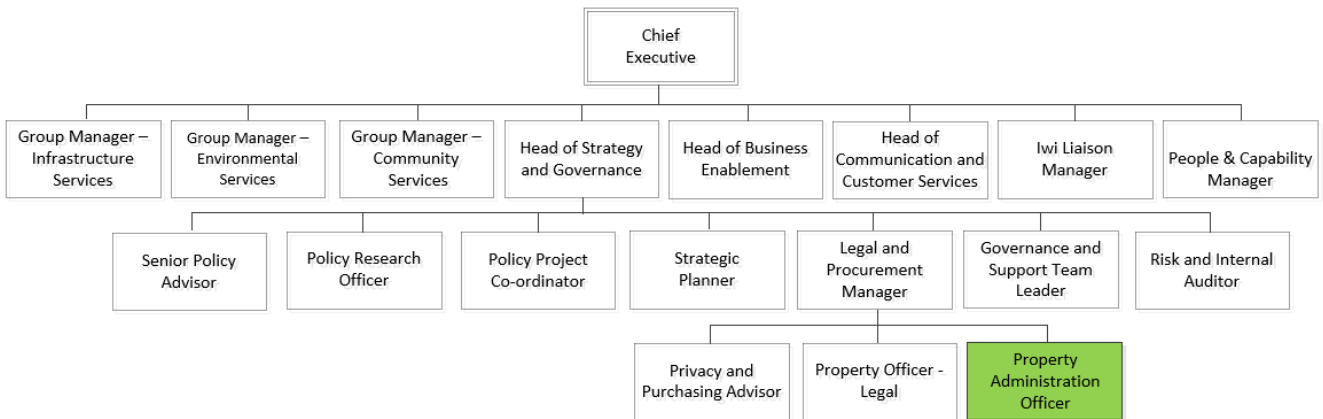


Position Description

Position Details			
Title:	Property Administration Officer		
Unit:	Governance & Strategy	Group:	Corporate Services
Position Reports to:	Legal and Procurement Manager		
Salary Grade:	10	Staff Management:	Nil
Position Occupant:	Vacant		
Date Created:	July 2024	Date Last Reviewed:	

Position Objective

The purpose of this job is to provide efficient administrative support to the Council’s property and legal portfolio including assisting maintaining the integrity of the master property register.



Position Duties and Functions

Property Portfolio Management

- Maintain and administer a database of Council owned and managed properties.
- Assist with the research and drafting of status reports and prepare vesting orders for LINZ.

Lease and Licence Management

- Assist with preparing leases and licences for Council owned and administered land and buildings and adapt those documents where appropriate, and with authority of, the Legal and Procurement Manager.
- Assist with preparing leases for recreational and not-for-profit groups using Council administered land and reserves.
- Assist with, and schedule future renewals and rent reviews for existing leases and licences
- Assist with the preparation of tender documents and manage tender processes (including the prioritisation and scheduling of relevant tasks) for leased properties.
- Assist with the administration of rental income and debt control, including follow-up with, and prioritisation of, bad debtors.
- Apply authorised improvements to systems and procedures for the efficient management of leases and licences.

Legal Support

- Assist the Legal and Procurement Manager with the drafting of letters and responses on legal matters, including scheduling follow-ups to those matters.
- Provide back-up to the administration of information requests under the Local Government Official Information and Meetings Act.
- Provide back-up to the administration and review of CCTV requests under the Local Government Official Information and Meetings Act and Privacy Act.

Generic Duties and Functions

Health and Safety (Employee)

- Take all practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or failures to carry out actions.
- Demonstrate a personal commitment to Health and Safety in accordance with STDC's Wellbeing, Health and Safety Policy statement, induction declaration and Health and Safety Manual requirements.
- Manage Contractor Health and Safety as per the Contractor H&S Manual and system (when this is a requirement of the position).
- Ensure any known risks or hazards are identified and reported to the organisation.

Information Management

All staff are responsible for:

- Complying with the Council's documented records management policy, processes, procedures and guidelines.
- Using the Council's approved information repositories to create or capture records.
- Learning how to file and find records in the Council's approved information repositories.
- Ensuring no records are destroyed or removed without approval from Information Management.

Civil Defence

- Attend Emergency Management training at Coordinated Incident Management System – Level 3.
- Encouragement to take an active part in Civil Defence Emergency Management (CDEM) planning and implementation consistent with the key responsibilities of this position.

Iwi/Council Partnerships

- Demonstrate respect for mana whenua, understand the values within *He Pou Tikanga*, and be aware of the Council's partnership commitments to iwi and Māori.

Other

- Other duties as directed, within the skills and capabilities of the employee.

Attributes and Capabilities

Analytical/Research Skills

- Notices discrepancies and inconsistencies in available information and processes.
- Examines and interprets a wide variety of data/information and makes recommendations or decisions.

Attention to Detail

- Ensures information is complete and accurate.
- Follows detailed procedures and ensures accuracy in documentation and data

Communication

- The ability to express oneself clearly in conversations and interactions with others.
- Uses an appropriate business writing style, grammar and choice of words.
- Writes reports and agreements which are clear, concise and well researched.

Computer Competency

- Efficient keyboard skills
- Familiar with and working knowledge of Microsoft applications including intermediate level skills in Word, Outlook and Excel).

Customer Service

- Demonstrates concern for satisfying one's external and/or internal customers.
- Identifies and manages the expectations and needs of both internal and external customers.
- Ensures customers are treated with respect and in a friendly and professional way recognizing different backgrounds, cultures, customs and experience.
- The ability to de-escalate a situation.

Decision Making Skills

- Makes decisions and recommendations exhibiting judgement and understanding of the issues.
- Identifies the purpose and objectives.

Personal Efficiency and Organisation

- Plans ahead, managing time well and is on time.
- Develops self and continuously learns and up-skills.

Building Collaborative Relationships

- The ability to develop, maintain and strengthen partnerships with others inside or outside the organisation who can provide information, assistance, and support.
- Shows an interest in what others have to say; acknowledges their perspectives and ideas.
- Recognizes the business concerns and perspectives of others.
- Creates a positive climate and builds trust.

Conflict Resolution

- Improvises and thinks quickly on his/her feet.
- Identifies different types of conflict and common causes.
- Understands the stages of conflict.
- Persuades people from various levels, positions or backgrounds by using a variety of interpersonal techniques and approaches.
- Negotiates win-win outcomes.

Working Independently

- The ability to work independently, with minimal supervision.
- Completes work without direct instruction meeting all agreed deadlines and standards.
- Maintains self-motivation and initiative.

Knowledge, Experience, Qualifications & Skills

Essential

- A property related tertiary certificate or equivalent – level 4
- A minimum of two years' experience in property administration
- Knowledge of relevant legislation.
- Advanced technological skills particularly in Microsoft Office.

<ul style="list-style-type: none">• Experience working in local government.• Awareness of local government legislation, such as Local Government Official Information and Meetings Act and Local Government Act.• Current full driver's licence.
Desirable
<ul style="list-style-type: none">• Diploma in Business Administration Level 5.

Care and Responsibility

All employees are expected to care and be responsible for the organisation's resources, relationships, and reputation. This includes demonstrating care, integrity, and accountability in all aspects of their work, contributing to the long-term sustainability and wellbeing of the organisation, the community, and the environment. Employees are encouraged to make decisions and take actions that reflect the organisation's values and support its strategic goals.

Changes to Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment - including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance development planning (PDD) cycle or as required. No significant changes to this position description will be made without consultation and agreement of the position holder.