

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



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 is an exciting opportunity to play a key role in leading the Property and Facilities Team to ensure that Council-owned property and facilities are effectively and efficiently managed. This includes managing leases, housing for the elderly, facilities including campgrounds, public toilets, halls, public spaces and cemeteries, acquisition and disposal of property and addressing Council-owned earthquake-prone buildings.

Applicants must be proactive, self-motivated, well organised and committed to providing excellent service and quality results. Experience leading diverse teams is also a must.

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 full-time 40 hour per week position based at the Administration Building in Hawera and will report directly to the Group Manager - Community Services.

Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is **15**. The salary range for this position is between **\$91,440pa** and **\$101,600pa** and the appointed starting level will be dependent on skills and experience and will be discussed during interviews with shortlisted candidates.

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.

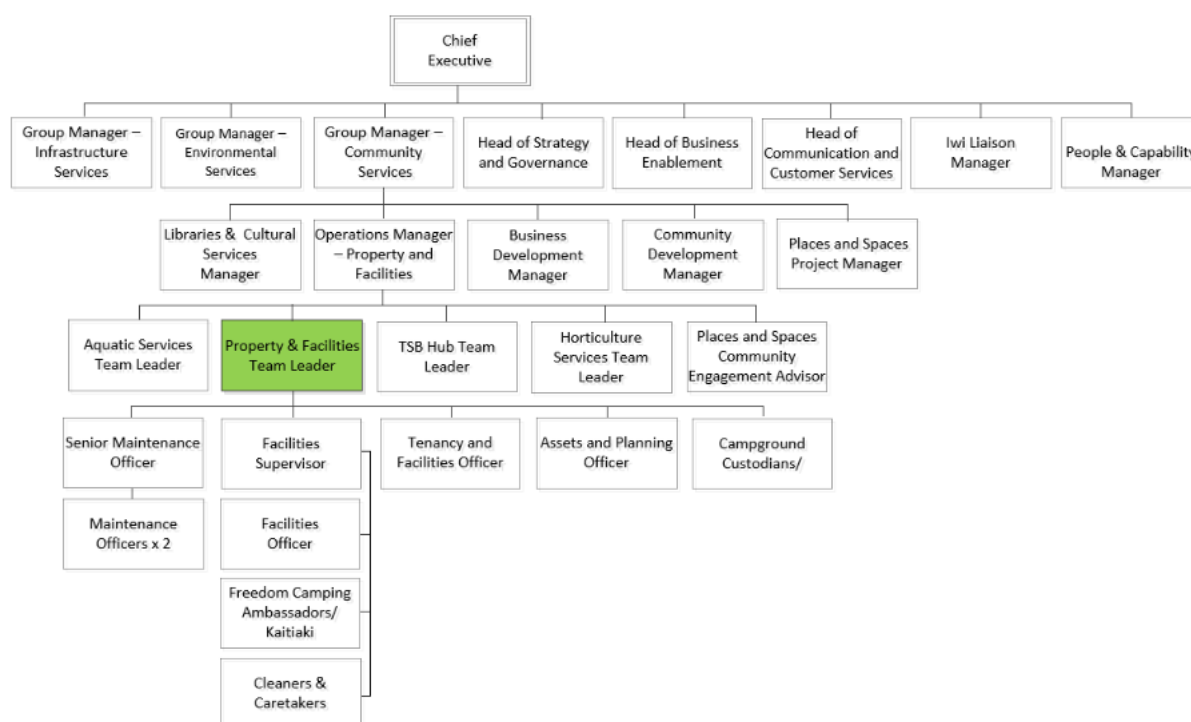
PEOPLE & CAPABILITY TEAM

Position Description



Position Details			
Title:	Property and Facilities Team Leader		
Unit:	Property and Facilities	Group:	Community Services
Position Reports to:	Operations Manager - Property and Facilities		
Salary Grade:	15	Staff Management:	10
Position Occupant:	Vacant		
Date Created:	November 2021	Date Last Reviewed:	May 2026

Position Objective
The purpose of this position is to lead the delivery, maintenance, and compliance of Council's property and facilities portfolio to ensure assets are safe, fit-for-purpose, financially sustainable, and aligned with community outcomes and legislative requirements.



Important Functional Relationships	
Internal	Purpose of Contact
Council staff	To collaborate with internal stakeholders including but not limited to Customer Service, Finance, Health and Safety, Legal, Policy, Roading, Infrastructure, and Iwi Liaison to ensure policy development, implementation, and decision-making is informed, legally compliant, and culturally sensitive. That all operational matters including but not limited to public communication, payroll, health and safety, and vehicle maintenance are managed effectively.
Activity Managers	Liaising with activity managers around properties and facilities requirements.
External	Purpose of Contact
Contractors	To procure, manage and monitor delivery of compliance, maintenance and capital work.
Consultants (property, planning, engineering, valuers)	Technical advice, condition assessments, renewals and compliance work
Tenants / Leaseholders	Property management, lease compliance, issue resolution
Regulatory Authorities (e.g. MBIE, WorkSafe, Council regulators)	Compliance with building, H&S, and statutory requirements
Iwi / Mana Whenua (external engagement)	Land use, cultural considerations, partnership obligations
Insurance Providers / Assessors	Claims, asset valuations, risk management
Utility Providers (power, water, waste)	Service delivery to facilities

Position Duties and Functions
Leadership - Lead the Property and Facilities team to ensure the provision of high-quality, professional service both to internal and external customers. Service Delivery - Ensure appropriate systems, policies, plans, procedures and programs are in place to ensure legal compliance and best practice in the delivery of the Property and Facility operations. - Budget and report on all financial and non-financial performance for the Property activities. Policy and Planning - Ensure asset management plans (AMPs) and reserve management plans are developed and maintained for Council property, reserves and facilities. - Ensure maintenance, renewals and upgrades of property and facilities are undertaken as per the AMPs and Long-Term Plan. - Ensure property and facility condition assessments are undertaken and reviewed in a timely manner to inform AMP, insurance and revaluation updating. - Provide high quality advice to the Operations Manager and Group Manager, Community Services. - Ensure existing policies are followed and new policies are developed as required (in conjunction with the Policy team). - Review, update and add to any new risks in the Risk register for the property and facilities portfolio. Facilities - Ensure the Council's campgrounds, public toilets, halls, cemeteries and public spaces are operated efficiently and effectively. - Manage all external contracts relating to these facilities (eg cleaning and greenspace contracts) and ensure these are reviewed and renewed in a timely manner. Property Management - Manage and maintain the Council's Property Portfolio including sundry property, leased properties, reserves and properties used by Council services.

- Provide technical advice and guidance on property activities.
- Manage the Council owned farm (Rotokare Farm) in conjunction with the Council's advisory delegate/s.

Housing for the Elderly

- Effectively manage the Council's Housing for the Elderly activity.
- Ensure the social support of Housing for the Elderly tenants is effective.

Earthquake Prone Building and Asbestos Management Policy

- Manage the statutory compliance of Council owned or occupied buildings.
- Lead the Council's programme to address EQ prone buildings and the Health & Safety at Work Act
- Ensure all buildings and structures containing asbestos or asbestos products are identified and recorded and the asbestos management policy is adhered to by staff and contractors.
- Other duties as directed, within the skills and capabilities of the employee.

Coastal Structures

- Manage coastal structure compliance and consents.
- Lead inspection and monitoring programmes (MBM).
- Coordinate statutory reporting and regulator engagement (TRC).
- Assess asset condition, risk, and performance.
- Plan and prioritise maintenance and renewal works.

Generic Duties and Functions

Staff Management

- Recruit and support competent staff, empowering them to work confidently and efficiently.
- Actively engage in the Performance Management process.
- Identify and promote relevant training and development opportunities, encouraging staff participation and providing clear context and objectives.
- Maintain effective communication of current activities, priorities, and policies.
- Ensure necessary resources are in place to achieve defined business goals.

Budget and Financial Management

- Prepare and manage budgets aligned with the Council's Long-Term Plan (LTP), Annual Plan, and financial policies.
- Monitor actual expenditure against budget and report variances with appropriate commentary and corrective actions.
- Provide timely and accurate financial reports to the Unit Manager and Finance team.
- Identify financial risks and opportunities and contribute to long-term financial planning and forecasting.

Non-Financial Performance Management

- Monitor and report on non-financial performance measures, including service levels, community satisfaction, and operational KPIs.
- Ensure delivery of agreed service outcomes in line with Council's strategic objectives and community expectations.
- Contribute to continuous improvement by identifying opportunities to enhance service quality, efficiency, and responsiveness.
- Collaborate with internal teams to ensure alignment between service delivery and organisational goals.

Health & Safety (Manager/Supervisor)

- Provide visible leadership in Council's wellbeing, health and safety systems and practices to achieve a safe workplace for staff, contractors and visitors.
- Create a workplace culture that sees Wellbeing, Health and Safety as a critical element of business as usual.
- Proactively manages hazards and risks relative to your team exposures and activities including informing and supporting your team of these risks and their management.

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

Accountability

- Enforcing standards and expectations for peers, subordinates, or even superiors, respectfully but firmly.
- Maintaining ethical standards even when it's inconvenient or risky.
- Coaching and developing others to take greater ownership of their work.

Attention to Detail

- Follows up with others to ensure that agreements and commitments have been fulfilled
- Notices discrepancies and inconsistencies in available information.
- Does work right the first time

Building Collaborative Relationships

- Recognises the business concerns and perspectives of others.
- Expresses gratitude and appreciation to others who have provided information, assistance, or support.
- Creates a positive climate and builds trust

Building Effective Teams

- Builds collaboration, teamwork and trust.
- Assesses team performance.
- Improves the competence building a high-performance team.

Communication

- Tailors the content of speech to the level and experience of the audience.
- Expresses ideas clearly and concisely.
- Summarises or paraphrases his/her understanding of what others have said to verify understanding and prevent miscommunication.
- Organises written ideas clearly and tailors written communications to effectively reach an audience.

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

- The ability and confidence to make appropriate decisions in a timely manner.
- Ability to produce alternative ideas or suggestions.
- Is willing to make decisions in difficult or ambiguous situations, when time is critical.
- Skilfully separates opinions from facts.

Finance Management

- Maintains accurate numeracy.
- Understands and is able to analyse financial information.

- Uses spreadsheet software effectively.
 - Completes programmes and activities within budget and to agreed standards.
 - Meets agreed timeframes and reporting requirements.
- Information Sharing**
- Ensures that regular, consistent communication takes place.
 - Ensures that others involved in a project or effort are kept informed about developments and plans.
 - Keeps his/her manager informed about progress and problems; avoids surprises.
- Performance Management**
- Ensures that employees have clear goals and responsibilities.
 - Works with employees to set and communicate performance standards that are specific and measurable.
 - Monitors the accomplishment of tasks and expectations.
- Problem Solving**
- Identifies and defines problems by gathering relevant information and developing practical alternative solutions.
 - Identifies many possible causes for a problem.
 - Generates solutions, taking into consideration political, organisational and individual realities.

Knowledge, Experience, Qualifications & Skills	
Essential	
• Significant experience in property and/or facilities management, preferably within local government or a complex multi-asset environment • Proven experience leading teams and managing contractors • Strong working knowledge of relevant legislation (e.g. Building Act, Health & Safety at Work Act, Reserves Act, Resource Management Act) • Experience in asset management planning (AMPs), condition assessments and lifecycle planning • Demonstrated ability to manage budgets, forecasting, and financial reporting (OPEX/CAPEX)	
Desirable	
• Knowledge of standards including NZ Development Standards and Asset Management practice. • Experience in contract procurement and contract management (public sector context preferred) • Knowledge of NZ asset management frameworks	

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.