Job Description

tasman district council | Te Kaunihera o te tai o Aorere

My Position

Position: **Team Leader – Property Transactions**

Section: Commercial & Property

Group: Strategy & Finance

Responsible to: Commercial & Property Manager

Responsible for:
- Senior Property Officer x2
- Property Officer

Job Purpose:
- To provide leadership for the Property Transactions team, including professional development, mentoring and motivation that ensures they are effective in their roles and contribute positively to the Council workplace.
- To champion best practice property transaction processes that are both cost and time effective to meet requirements and managing associated risks.
- To maintain a work programme and priority system that delivers the land requirements associated with the Council's Capital Works programme.
- Provide effective support to Council staff for property matters including land acquisition, tenancies, leases, licences and road stopping.
- To manage assigned acquisition, leasing and disposal of properties as approved by Council.
- Provide trusted and professional advice on 'land and legal' transactions to Executive Leadership Team, elected members and staff.

Our Council

Our District Vision: Thriving resilient Tasman

Kia manawaroa te tai o Aorere

Our Purpose: Delivering Public Value

Kia whai hua mā te marea

Our Values

We support our Vision and Purpose through living our values.

Auahatanga – *Innovation. I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We delivery differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

Manaakitanga – *Caring/ Sharing. Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming

We freely share knowledge

Kawenga – *Responsibility*. *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first

Whanaungatanga – *Relationships.* *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity

We are kind and nurturing

My Group

Role of the Strategy & Finance Group

The Strategy & Finance Group's primary purpose is to provide strategic and corporate planning, capital programme delivery, management of commercial activities, and fiscal stability and management of the Council's financial performance and reporting, rating and treasury functions.

The Group's work includes co-ordinating Council's Long Term Plans, Annual Plans, Annual Reports and Policies required by the Local Government Act 2002; preparing Council's plans and policy statements required under the Resource Management Act 1991 or replacement legislation; overseeing the development of the Growth Strategy and Activity Management Plans; and undertaking reserves and recreation planning.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in infrastructure, people, and tools and by respecting, supporting, and enabling others. Our systems, oversight and advice empowers our Council and our communities to make wise and enduring decisions.

My Key Result Areas

My Priorities	
What am I supposed to do?	How well am I supposed to do it?
Property Management • To manage all matters relating to negotiation, sale and purchase of Council properties and buildings, provision of advice to Council and Asset Managers on property related matters including Public Bodies Leases Act, Reserves Act and Public Works Act processes. • To manage and oversee property transaction work (including leasing, licensing, land entry agreements, easements, rent reviews) of all Council properties and reserves except those properties allocated to other asset managers. • Utilise services in the most cost effective manner to minimise external consultant reliance. • Manage and oversee all reporting requirements including preparation of reports for management, the Council and Committees and ensure content is professional and completed in a timely manner. • In conjunction with the Section Manager, promote, review, improve and develop systems, policies, procedures to ensure an efficient and effective service delivery across the team.	**Property Management** • Professional services costs are minimised and the use of in-house expertise is optimised. In-house skills are developed as appropriate. • Easements, rights of access, acquisitions, disposals and road stopping have been well researched, and comprehensive property agreements have been prepared. • Easements, rights of access, acquisitions, disposals and road stopping have been actioned within agreed time frames with successful negotiations, budgets, legislative and other requirements all being fully met. • Reporting requirements including preparation of reports for management, the Council and Committees are undertaken in a professional and timely manner. • The quality of the reports and advice provided to key users is accurate and timely. • There is evidence of regular policy, procedure and system reviews and implementation of improvements. • Regular improvement suggestions and implementation of these by the team is evident.
Property Acquisitions and Disposals	**Property Acquisitions and Disposals**

• Maintain a work programme and priority system that delivers the land requirements associated with the Council's Capital Works programme. • Manage the team's service delivery to Project and Asset Managers regarding their acquisitions and disposals under the Public Works Act, Reserves Act and other relevant legislation. • Manage assigned negotiations for the acquisition or disposal of property. • Manage the team's reporting requirements including preparation of reports for management, the Council and Committees are undertaken in a profession and timely manner. • Provide specialist technical advice and information to key users.	• There are no unjustifiable delays to the Capital Works programme. • Property acquisitions and disposals are completed within agreed timeframes and all relevant legislation is complied with. • Reports are to a high professional standard and delivered within the agreed timeframes. • Feedback from Project & Asset Managers and other staff confirms land requirements are well managed and timely to the project and high quality specialist advice is evident.
Land Entry Activities • Manage the team's service delivery to with Project and Asset managers regarding their Land Entry Agreements, Easements, Leases and Licence requirements. • In conjunction with the Section Manager manage negotiations and act as the Council's Representative for Land Entry Agreements, Easements, Leases and Licences. • Manage the team's reporting requirements including preparation of reports for management, the Council and Committees are undertaken in a professional and timely manner. • Provide specialist technical advice and information to key users.	**Land Entry Activities** • Lease and Licence Agreements are being regularly monitored with confirmation that conditions are being met, requisite inspections are being completed, within agreed time frames and all relevant legislation is complied with. • Report for management, the Council and Committees are to a high professional standard and delivered within agreed timeframes. • Feedback from staff confirms that specialist advice is of high quality, accurate and timely.
Revenue and Cost Recovery • Manage the revenue and cost recovery processes, including invoicing, job costing and refunds where appropriate. • Identify and understand costs associated with processes and ensure this is reflected in fees and charges.	**Revenue and Cost Recovery** • Costing and invoicing are accurate and completed in a timely manner. • Refund procedures are completed accurately. and within agreed timeframes. • Costs are understood and fees and charges and budgets reflect the cost of the functions.
Liaison • Collaborate with all staff involved in property transactions processes to ensure that any matters that need clarification, modification or further consideration are discussed and resolved. • Build and maintain effective relationships that enhance learning and development opportunities to further own career, and develop own knowledge, skills and experiences that create value for Council and the community. • Provide cover and support within the team for leave and periods of high workloads.	**Liaison** • Any matters requiring discussion, clarification or modification are referred promptly to your Section Manager and other appropriate staff. • Effective relationships are evident. • Ownership of personal career development is evident and job holder knowledge and experience is kept up to date and continuing to improve. • Understanding of other team members tasks and functions.

My Leadership
Team Leadership & Engagement • I act as good role model, am an enabler of change and demonstrate a leadership style that creates a positive environment that fosters, develops and promotes engagement and collaboration. • I create a team culture of fairness and belonging, where all members of my Section are and feel valued. • I provide opportunities for my team to participate and be included in decision making that may impact on their individual or team performance outputs. • I openly celebrate success and encourage learnings when problems are identified and resolved.
Team Performance Management • I effectively lead, enable and hold others accountable for delivering on our Section work programme and Council's strategic goals and performance objectives.

- I provide effective support and proactively assess my team's workload and reallocate workloads when needed.
- I make sure my team understand their statutory delegations and apply these correctly.
- I make sure reports to Council prepared by my team meet the expected standards and format.
- I understand the data and information generated by my team is an important Council asset and I use this data and systems to drive performance, quality decision-making and improved service delivery.

Team Professional Development

- I make sure everyone in my team has clear annual performance goals and measures that are aligned with Council's strategic goals, and I meet with them regularly to discuss and review progress.
- I have regular development, mentoring, coaching, feedback performance conversations with my team, I understand their career goals and encourage participation in appropriate training opportunities.
- I make sure appropriate succession planning is in place for my team and there are clear links to individual's career development plans.

Team Recruitment & Induction

- I take an active responsibility for the recruitment of the 'right person in the right job'.
- I actively participate in and ensure quality induction, training and ongoing socialisation is provided to new members in my team.

My Contribution

Accountability

- I take responsibility for my performance, decisions and actions and how these impact on others.
- I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it.
- I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable.
- I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.

Customer Focus

- I focus on the needs of our customers and provide all of them with outstanding service.
- I treat all people with respect, and I deliver on the commitments I make.
- My actions are fair and build trust with my colleagues, customers and our community.

Relationship Building

- I build and maintain genuine relationships with my colleagues, customers and our community.
- I actively listen to others and are supportive, friendly and helpful.
- I respect all cultures and act in ways that make others feel included and valued.

Resilience & Adaptability

- I support new ways of working and are able to be flexible and calm when facing change or difficult situations.
- I am digitally confident and participate in opportunities to learn how to apply digital business technology and tools to my work.
- I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.

Motivation & Drive

- I take responsibility for my own learning and development and welcome feedback to improve my performance.
- I effectively plan, manage and prioritise my work and deliver it on time.
- I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.

Collaboration & Inclusion

- I actively contribute to the achievement of team goals and objectives.
- I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.

Civil Defence Emergency Management

- I provide assistance and support during civil defence / emergency management activities.
- I participate in civil defence and emergency management training.

Working within te ao Māori

- I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role.
- I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role.
- I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Tauihu for my role.
- I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.

My Delegations

I have delegated decision-making authorities and financial responsibilities for expenditure as listed in Council's Delegations Register. I also have staff responsibilities.

The Council may from time to time delegate to me other specified powers and duties, all of which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

- A relevant tertiary qualification (Level 6 minimum) in property conveyancing or surveying or legal executive or an associated field.
- Minimum of five years relevant and practical senior experience.
- Good working knowledge of all the relevant statutes and regulations pertaining to the property services functions of Council and a practical knowledge of the relevant administration procedures.
- Demonstrated experience in leading mentoring, coaching and developing others.
- Demonstrable ability to analyse information and produce written reports of a high standard.
- Demonstrated consultation and negotiation skills.
- Excellent digital literacy, Microsoft Office 365 and database management skills, with strong document control, auditing and management skills.
- Experience in project management and land negotiation is essential.

My Personal Attributes:

- Excellent oral and written and interpersonal communication skills, and sound judgement.
- Excellent written and oral communication skills with the ability to effectively communicate with groups of people.
- Highly developed problem solving, analytical skills with an eye for detail.
- Initiative and good judgement skills.
- Good organisational skills and an ability to plan and schedule your own work, and to work with limited supervision and under tight time constraints.
- Innovative, proactive and self-motivated.
- Demonstrated commitment to business improvement and customer service excellence.
- Ability to be well organised, prioritise tasks and deliver within tight timeframes
- A good knowledge and understanding of Te Tiriti o Waitangi and Tikanga Maori.
- Ability to develop, manage and build positive working relationships with people on all levels within Council and the wider public in a discrete and confidential manner.
- Able to negotiate pragmatic outcomes from groups or individuals with potentially entrenched positions.
- A 'can do' approach and strong customer services ethos.

My Agreement

My Name:

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My Signature:

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Date:

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