# Ministry of Social Development logo

# Senior Property Manager

# Workplace Services

## Our purpose

**Manaaki tangata, Manaaki whānau**

We help New Zealanders to be safe, strong and independent

## Our commitment to Māori

As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations.

## Our strategic direction



## Our Values



## Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi.  We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

## The outcomes we want to achieve

|  |  |  |
| --- | --- | --- |
| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |

## We carry out a broad range of responsibilities and functions including

* Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors, disabled people and youth
* Public Housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans

## **He whakataukī\***

|  |  |
| --- | --- |
| Unuhia te rito o te harakeke  Kei hea te kōmako e kō?  Whakatairangitia, rere ki uta, rere ki tai;  Ui mai ki ahau,  He aha te mea nui o te ao?  Māku e kī atu,  He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbush  Where will the bellbird find rest?  Will it fly inland, fly out to sea, or fly aimlessly;  If you were to ask me,  What is the most important thing in the world?  I will tell you,  It is people, it is people, it is people |

\* We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī

## Position detail

### Overview of position

Senior Property Managers are responsible for the property and facilities services for MSD Workplaces. This may be an assigned area or section of the property portfolio or specific priority projects. They will coordinate and work with internal and external partners and suppliers to ensure their assigned properties and/or projects meet MSD and government standards and regulations, support positive staff and client experiences and are functional and able to operate effectively.

Senior Property Managers will maintain a comprehensive understanding of the status of assigned properties and projects, including building and asset condition, lease conditions, capital and operating costs and workspace utilisation, incorporating this into planning and budgeting processes. They will report to the People Leaders and work as part of the Agile Teams to deliver property outcomes as required within and across the Workplace Portfolios.

### Location

National Office, Wellington

### Reports to

Property Management Lead

## Key responsibilities

### Property planning

* Develop and represent a full understanding of how assigned properties condition and performance meet the needs of the Ministry, including:
  + Upcoming property issues e.g. lease expiries and maintenance, upgrade or replacement of owned or leased requirements
  + Current and future business directions, staffing demographics, the political environment
* Develops the annual and four-year property management plan for their area(s) that reflects the strategic direction of MSD and feeds into the Property and Facilities 4 year property management plan. The plan includes:
  + acquisitions and lease management plans
  + disposal plans
  + maintenance and life cycle replacement plans
  + operating costs and capital costs inclusive of budget & forecasts
* Researches and identifies cost effective solutions for the management of assigned property developments. This involves:
  + investigating the alternative options available and preparing cost/benefit analysis to determine best course of action for the Ministry
* Provision and development of technical advice to discuss and support recommendations for the preferred option.

### Property development

* Manage refurbishments, fitouts, acquisitions and disposals to time, budget and quality standards, including:
  + Overseeing activities of contractors, vendors and suppliers such as architects, engineers and project managers working on specifications and construction and fit outs
  + Monitoring contracts for compliance and controls costs
  + Monitoring general expenditures and performs quality control inspections to ensure adherence to contract specifications and industry standards
* Work with local bodies to ensure compliance with statutory requirements
* Provide clear visibility on development project status, risk, options and decision points
* Prepare and manage tender processes (in line with Government Rules of Sourcing)
* Negotiate leases and/or sub leases in accordance with business, legislative and local authority requirements
* Ensure proposals and projects fit within and/or meet the established ministry and industry standards and that all Legal compliance is obtained for the management of the portfolio.

### Property and facilities management

* Work with site and regional management on workplace requirements and facilitate match of supply and demand for workplace across groups and teams in line with MSD practice
* Understand and ensure assigned properties are fit for purpose, functional and operating
* Ensure proactive maintenance schedules are prepared and maintenance undertaken as required
* Manage site and/or asset outages, identifying containment, remediation and repairs necessary to safely re-establish functionality and availability
* Manage leases: undertake lease renewals and rent reviews, audit operating expenses associated with net leases, ensures lease liabilities are controlled
* Manage disposal of sites and negotiation of lease termination and disposal of assets no longer required in accordance with policy.

## Embedding te ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, safety and security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework.
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures.

## Emergency management and business continuity

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

* Tertiary Qualification in a relevant business or technical area
* Demonstrated Senior relevant experience in a related specialty preferably within a Large complex organisation
* Negotiation and strong influencing skills in complex and diverse multi-party situations while remining within a legal framework
* Significant experience in working with and handling a range of information sets. Able to manipulate, interpret and present sound conclusions to issues and problems
* Understanding of contractual, regulatory, and financial concepts that relate to property and long-term asset management
* A thorough and in depth understanding of property and facilities information management and systems
* Significant senior working knowledge of the New Zealand machinery of government and government, property and procurement policy.
* Proactively encourages and values teamwork
* Applies strong influencing and constructive ways to deal with disagreement with emphasis on collaboration, teamwork and positive, proactive participation
* Lead a culture of transparency and collaboration

## Attributes

* **Respect** - At all levels including respect for colleagues, organisation, the customer and the product to maintain an appropriate work environment.
* **Collaborative** - Facilitate collaboration and communication, through tools, and behavioural norms to improve the quality and number of collaborative discussions thereby enabling efficient completion of tasks and complex problems to be solved.
* **Strive for** **Improvement** – Ensure continuous improvements through a flexible approach including problem solving, reflection and retrospection. This also applies to taking opportunities to learn and develop skills for yourself and the team.
* **Pride in Delivering Value** – Take pride in the development and delivery of work towards a shared goal that delivers value to the customer.
* **Ability to Adapt to Change** – Be comfortable with ambiguity, and flexible to adapting to changing demands and priorities.
* **Approachable** – Exhibit a friendly and open attitude to ensure people feel comfortable to speak, and confident that any concerns will be heard and taken seriously.
* **Engaged** – Display a genuine interest in your team and their individual requirements around their support, care and development.

## Key relationships

### Internal

* MSD Workplace Users and Leadership
* Workplace Services Leadership and Agile Teams
* MSD Internal Partners (Commercial Services, Finance, Health Safety and Security, People Group, Improvement Systems & Technology, Legal)

### External

* Landlords
* Government Property Group
* Industry Professional networks and providers
* Other government agencies
* Contracted Providers

## Other

### Delegations

* Financial – No
* Human Resources – No

### Direct reports – No

### Security clearance – No

### Children’s worker – No

### Travel - Travel may be required

**Position Description Updated:** July 2024