

Palmerston North City Council Job Profile



Position Title	Property Officer
Reporting to	Property Manager
Unit	Infrastructure
Date last updated	February 2019

Values

We are committed to fostering an environment where our values of Trust, Worth, Service, and Transformation form the cornerstones of our interactions with each other and the city we serve. We believe it is essential to treat each other with respect and dignity, take responsibility for own actions, and have a positive, friendly, and professional approach.

Context

The Infrastructure Unit of Council is responsible for the stewardship of Council's infrastructural assets (roading, parking, water, waste services, parks, community facilities and property) as well as the delivery of all the services. The Unit's focus is on long term services planning enabled by effective asset management planning, long term and annual programming of maintenance, renewal and capital development works, operation of the infrastructure services and in-house support for design and delivery of the capital programme.

Council utilises its investment in infrastructural assets to deliver best value services to its community through advanced asset management practices and through multi-disciplinary contributions from other Units within the Council Organisation.

Main Purpose

On behalf of Council, the Property Team ensure that all of Council's commercial properties are managed and administered in accordance with Council Policy, that targeted rates of return are achieved for Council's investment properties and that expert commercial property advice is provided to other units of Council as required.

Responsibility for Managing Staff

There is no responsibility for managing staff in this role.

Key Areas of Responsibility

- Negotiate, document and manage Council leases including Residential tenancies, Commercial properties, recreation and community properties, freehold land.
- Ensure all leases are in Auckland District Law Society format.
- Ensure all leases are current, direct debit systems are in place for each tenant and that appropriate rentals are being received for all property in accordance with Council funding policy.
- Monitor rental revenue and take appropriate action to minimise rental arrears and conduct annual rental reviews
- Respond to tenant enquires and liaise with tenants and external advisors as required.

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- Implement any new easement agreements over Council owned land using Council's standard easement instrument and ensure that the appropriate compensation valuation is applied.
- Manage existing easement agreements and ensure all easement agreements are current as well as the sale and purchase process of land and buildings on behalf of Council.
- Licences to occupy/use Council property are implemented using Council's standard documentation.
- Liaise and negotiate with Council staff, tenants of affected properties and external consultants including lawyers, property valuers and real estate personnel for the sale and purchase of land and buildings.
- Assist in the implementation of Asset Management Plans by providing accurate and timely information in relation to commercial property.
- Review asset performance on an annual basis and make recommendations for improvement.
- Provision of expert commercial property advice to Council.

***Please note:** Key areas of responsibility are likely to develop and change over the course of an employee's tenure at Council as the employee grows in skills and competencies. These key tasks and areas of responsibility are not an exhaustive list, nor will they remain static. The annual Performance, Planning and Evaluation (PPE) will supersede this job description. In addition, employees may be asked to do tasks outside of this description as and when required.*

Risk Management accountabilities for all employees

- **Council Policies and Procedures:** Ensure self and team comply with applicable council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and council policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)
- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

Key Relationships

Internal:

- Chief Executive and Management Team
- Division Managers within Infrastructure
- Finance team as the Lead Unit for Investment Property

External:



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- Council Tenants – both commercial and community
- PNCC legal advisors
- Valuation professionals
- Real Estate Representatives
- Commercial property owners within the City
- Other local authority property professionals

Typical knowledge, skills, and attributes:

Knowledge (*qualifications and experience*)

- A tertiary qualification in property management or a related field such as property law.
- A proven ability to negotiate property leases in the Local Government Sector.
- Expertise in preparing and reviewing legal documents relating to property matters, including leases, tenancy agreements, sale and purchase agreements, licences, permits, and rights of way and other easements
- A working knowledge of relevant property legislation and the Local Government Act 2002 and Reserves Act 1977.

Skills and Attributes

- The ability to build effective professional relationships with tenants and external consultants.
- Good written and verbal communication skills.
- Good organisational skills in respect to timing of lease renewals and rent reviews.

Remuneration

- This role is graded at **SP4** on the Council's remuneration system, i.e. between **\$72,134** (85%) and **\$84,863** (100%) depending on the Manager's assessment of the skills/experience of the jobholder and any other relevant factors.
 - In the event that the successful applicant does not have a relevant tertiary qualification, this role will be graded at **GP5** i.e. between **\$53,707** (85%) and **\$63,185** (100%).
- In addition, a benefit entitlement of **5% for SP4** or **3% for GP5** of base salary is available.

Other

The position may be called to work outside normal working hours in the event of a Civil Defence emergency or exercise. The job holder will be expected to participate fully in training provided for this and any other Unit activities.

Competencies

Core	
Service	<ul style="list-style-type: none">▪ Recognises the diversity of customers, and adapts approach and style to meet their needs▪ Offers customers a range of solutions to problems▪ Demonstrates commitment to delivery of agreed solutions▪ Delivers and follows up on solutions▪ Seeks and gives feedback from customers▪ Looks for where improvements can be made to systems and processes

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Communication	<ul style="list-style-type: none"> ▪ Clearly communicates messages in a clear and concise manner ▪ Uses the most effective method and style of communication for the target group and the situation ▪ Uses active listening techniques including reflection and paraphrasing ▪ Shares ideas appropriately ▪ Recognises and minimises barriers to communication
Business ethics	<ul style="list-style-type: none"> ▪ Demonstrates integrity, honesty, and commitment ▪ Acts ethically in all dealings ▪ Is equitable and ethical in the treatment of others ▪ Is prudent in financial dealings
Information Technology	<ul style="list-style-type: none"> ▪ Has an appropriate level of skill in computer software relevant to the requirements of the role. Is confident to try new software ▪ Looks for ways to improve efficiency through the use of technology - takes advantage of technology to achieve goals
Role specific	
Team Work	<ul style="list-style-type: none"> ▪ Is an active and contributing team player ▪ Develops high performance project teams
Relationship Building	<ul style="list-style-type: none"> ▪ Builds and maintains professional and productive relationship with key stakeholders ▪ Understands the cultural requirements of the legislation they work within ▪ Demonstrates sensitivity to other groups and values diversity ▪ Understands stakeholders' views and why they are held
Project Leadership	<ul style="list-style-type: none"> ▪ Builds strong relationships in order to achieve the project goals ▪ Demonstrates resilience, able to maintain performance over an extended period ▪ Communicates and sells the project to key stakeholders
Intellectual Capability	<ul style="list-style-type: none"> ▪ Goes beyond the immediate problem presented and probes to make sure all aspects are address ▪ Able to consider the wider implications in formulating a decision ▪ Shows evidence of conceptual and innovative thinking
Political Acumen	<ul style="list-style-type: none"> ▪ Understands the political systems and underlying drivers ▪ Understands the statutory and legal framework the Council operates within and able to effectively operate within this framework ▪ Operates in a fair, consistent, and equitable manner.
Organisational Excellence	<ul style="list-style-type: none"> ▪ Defines expectations of performance and values ▪ Recognises opportunities for innovative solutions to improvement