

JOB DESCRIPTION
Approved October 2025

Title & Reporting Relationships

Position Title: **Manager Property and Facilities; Property and Facilities; Infrastructure and Asset Management Group.**

Warranted role

Grade: SP 22

Reports to: Group Manager Infrastructure and Asset Management

Direct Reports: 6 FTE

Indirect Reports: As may be required pending the nature of a project or specific section of work programme

Delegated Authority **Financial:** This position holds a financial delegation of \$100,000. The position holder is authorised to enter into any contracts in relation to the duties of the position up to this specified limit in accordance with the Council's procurement policy.
Human Resources: This position holds a delegation at Level C. A copy of the HR Delegations is attached.

Purpose of the Group and the Position: **The Infrastructure and Asset Management Group** comprises: Development Control; Project Management Office; Operations; Access and Transport; Stormwater and Coastal Assets; Water and Wastewater Services; Property and Facilities; and Emergency Management. The Group is responsible for developing, implementing and maintaining the appropriate infrastructural and asset management processes and practices to achieve the Council's required levels of service in an efficient, effective sustainable and customer friendly manner.

Within this Group the Manager Property and Facilities role provides overall leadership and management to the Property and Facilities team to ensure effective management and delivery of properties and facilities maintenance services to enable them to remain relevant and meet current and future needs for all key stakeholders.

This role is responsible for ensuring all Kāpiti Coast District Council properties and facilities meet legislative compliance standards and that we act as a caring and responsible landlord, e.g. building warrants of fitness, public and workplace health and safety requirements.

This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including:

Internal Customers:

- Group Manager Infrastructure and Asset Management
- Infrastructure and Asset Management Managers
- Senior Leadership Team
- Occupiers, managers and tenants of Council owned facilities
- Legal team
- Finance Team
- Iwi Partnerships team
- Customer Engagement team
- Operations Manager
- Mayor, Councillors, Community Board Members
- Infrastructure asset managers and other staff from across other Council teams

External Customers:

- Tenants and lessees of Council owned buildings/facilities
- Casual users of Council owned buildings/facilities
- Contractors, suppliers, service providers
- Local Iwi / Runanga
- Community leaders
- Government agencies and local authorities
- Industry groups and representatives

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influences how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

We require all staff to demonstrate behaviours that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of Te Tiriti o Waitangi within the context of a local authority.

Functional Key Requirements

Technical

The Manager Property and Facilities will provide leadership and management to the Property and Facilities Team to ensure:

Strategic Leadership and Asset Stewardship

- Council's property and facilities portfolio is managed in accordance with strategic objectives, asset management principles and community outcomes.
- Strategic property plans support delivery of the Long Term Plan, Infrastructure Strategy and Asset Management Plans.
- Property investment decisions are evidence based and informed by risk, condition, utilisation and lifecycle considerations.
- Strategic, commercial and policy advice is provided to elected members, senior leadership and Council.
- Opportunities to optimise asset utilisation, customer outcomes and financial performance are identified and implemented.
- Emerging risks and opportunities affecting the property portfolio are proactively managed.

Property Portfolio Management

- Council-owned land, buildings, facilities and housing assets are effectively managed and maintained.
- Property asset information, condition assessments and utilisation data are maintained to support informed decision making.
- Property portfolio performance is monitored against agreed levels of service and key performance indicators.
- Opportunities for acquisition, redevelopment, rationalisation or disposal are identified and evaluated.
- Effective management of property-related risks and obligations is maintained through a no-surprises approach.

Facilities and Maintenance Management

- Maintenance programmes are strategically planned and delivered.
- Facilities remain safe, compliant and fit-for-purpose.
- Asset records and maintenance information are maintained within Council systems.
- Contractor performance, service quality and value-for-money outcomes are effectively managed.
- Predictive maintenance and lifecycle planning principles are integrated into operational delivery.

Commercial and Property Transactions

- Leases, licences, easements and other property agreements are administered efficiently and effectively.
- Residential tenancy portfolios are managed in accordance with legislative requirements and Council policies.
- Commercial opportunities and property transactions are progressed in a manner that supports Council objectives.
- Property negotiations are managed effectively and professionally.

Financial and Business Performance

- Operational and capital budgets are effectively planned, managed and reported.
- Procurement activities comply with Council procurement policy and best practice.
- Resources and contractors are managed to ensure efficient and effective service delivery.
- Opportunities for service improvement, efficiencies and innovation are identified and implemented.
- Financial sustainability and return on property assets are actively monitored and improved.

Leadership and Organisational Contribution

- A high-performing, customer-focused and collaborative culture is fostered.
- Team capability and professional development are actively supported.
- Cross-functional collaboration is promoted to improve organisational outcomes.
- Strong relationships with stakeholders are maintained.
- Continuous improvement and innovation are embedded within the team's operations.

Key Result Areas

Key Result Area	Expected Outcome
Strategic Property Leadership	Property strategy supports Council priorities and long-term outcomes
Asset Stewardship	Assets are effectively managed using lifecycle and risk-based approaches
Portfolio Optimisation	Property utilisation and portfolio performance are continuously improved
Financial Management	Budgets are achieved and resources are used efficiently
Compliance and Risk	Legislative and regulatory obligations are met
Leadership	High-performing, engaged and capable team
Stakeholder Management	Strong and trusted internal and external relationships

Personal Key Results

- Demonstrate commitment to Council values through behaviour consistent with caring, dynamic and effective service delivery.
- Contribute positively as a member of the Infrastructure and Asset Management Leadership Team.
- Build and maintain effective working relationships with internal and external stakeholders.
- Demonstrate sound judgement, professionalism and integrity in all interactions.
- Promote innovation, collaboration and continuous improvement.
- Support and develop team members to achieve high levels of engagement and performance.
- Contribute positively to organisational initiatives and strategic projects.
- Demonstrate an understanding of Te Tiriti o Waitangi and its practical application within Council operations.
- Take responsibility for personal and professional development to enhance leadership capability and sector knowledge.

Health and Safety

Our managers are expected to be champions for health, safety and wellbeing excellence.

The Manager Property and Facilities will:

- Demonstrate visible leadership and commitment to health and safety.
- Ensure health and safety considerations are integrated into operational and strategic decision making.
- Monitor and manage health and safety risks associated with Council properties and facilities.
- Ensure contractors and service providers comply with Council health and safety requirements.
- Promote a culture where health, safety and wellbeing are shared responsibilities.
- Hold self and team members accountable for safe work practices and behaviours.

Essential Skills, Knowledge and Experience

Qualifications

- Relevant tertiary qualification in Property, Asset Management, Facilities Management, Construction Management, Commerce, Engineering, Planning or a related discipline.
- Professional membership of a relevant industry body is desirable.

Experience

- Minimum ten years' experience in a senior property, facilities, asset or infrastructure management role.
- Demonstrated experience leading high-performing teams.
- Experience managing complex property portfolios and facilities.
- Experience developing and implementing strategic asset management initiatives.
- Experience managing significant operational and capital budgets.
- Experience providing strategic advice to senior executives and elected members.
- Demonstrated experience in commercial negotiation, procurement and contract management.

Knowledge

- Asset management principles and best practice.
- Commercial property management and leasing practices.
- Financial management and business planning.
- Local government operating environment.
- Property-related legislation including:
 - Local Government Act 2002
 - Building Act 2004
 - Residential Tenancies Act 1986
 - Public Works Act 1981
 - Property Law Act 2007
- Understanding of Te Tiriti o Waitangi and its application within local government.

Skills

- Strategic thinking and planning.
- Leadership and people development.
- Financial and commercial acumen.
- Stakeholder engagement and relationship management.
- Negotiation and influencing.
- Analytical and risk management capability.
- Excellent verbal, written and presentation skills.
- Strong problem-solving and decision-making skills.

Other Requirements

- Current Full New Zealand Driver Licence.

OTHER INFORMATION

From time to time, the position holder may be required to undertake other duties that are reasonably within their experience, capability and level of responsibility.

Te Tiriti o Waitangi

Kāpiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi.

The Manager Property and Facilities will contribute to Council's commitment by:

- Building and maintaining effective relationships with mana whenua partners.
- Supporting meaningful Māori participation in decision making.
- Considering Māori aspirations and outcomes in asset and property decision making.

- Ensuring engagement approaches are appropriate, inclusive and culturally responsive.
- Supporting organisational capability through the practical application of Te Tiriti principles.

Civil Defence, Emergency Management and Business Continuity Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and Emergency Management duties in the event of an emergency.

The Manager Property and Facilities will contribute to maintaining business continuity and supporting Council's response to emergencies, disruptions and recovery activities as required.

Performance Review

Performance in this position will be assessed through an agreed performance plan incorporating:

- Strategic outcomes
- Key result areas
- Financial performance
- Leadership and people development
- Customer and stakeholder outcomes
- Health and safety performance
- Organisational values and behaviours

JD APPENDIX - GENERIC ORGANISATIONAL COMPETENCIES

Leadership	• All employees of the Council are expected to be leaders in supporting the Council's vision, role modelling the delivery of consistent high customer service levels to internal and external customers and championing Council values. • Leaders are expected to actively contribute to achieving the Council's aspirations with respect to the relationships with Te Āti Awa ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki; and be willing and able to provide thought leadership and quality advice to enable our elected members to make good decisions. • People Leaders are expected to: effectively build and maintain an engaged, healthy, thriving and high performing team; ensure their people are current in their knowledge of legislation and training is available to keep pace with best practice. • Ensure people policy and practices are consistently observed and implemented and opportunities exist for ongoing professional growth and development; ensure their people are consistently working collaboratively with other Council teams in the delivery of operational and strategic outputs; effectively manage day to day work output and timeframes; schedule and conduct regular team meetings to enable opportunities for team members to be informed and up to date in their areas and those areas that cross over with other teams. • Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner; ensure adequate provision of backup/cover for team members; establish an effective performance culture within their team, including ongoing performance appraisals with clear performance indicators and consistent standards. • Team Leaders/Supervisors/Managers are accountable for the leadership, support and coaching of their team members, the fostering of a teamwork approach to the delivery of both the team and the Group's outputs, and the
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	identification of training and development as appropriate; enable, create and encourage linkages across the Council and the region for the benefit of all, the delivery of work programmes and the achievement of strategic priorities; embed strong leadership within their team and across the wider Council leadership group that drives increased diversity, engagement, capability and performance.
Legislative Compliance	• Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).
Project Management	• Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders. • Ensure documentation is current, available as required and is prepared using Council standard templates/documentation. • Ensure Council processes and procedures are complied with.
Customer Service	• Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values. • Always maintain confidentiality.
Teamwork	• Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required. • Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises. • Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement. • Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.
Financial Management	• Ensure all financial activity is conducted in accord with current policy and procedures. • Ensure you work within your financial delegation.
Monitoring and Reporting	• Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes. • Review, monitor and report on activity or projects as required by the manager.
Relationship Management	• Build and maintain effective professional working relationship with all key stakeholders. • Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.
Information Management	• Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.