

**JOB DESCRIPTION**  
**December 2025**

**Title & Reporting Relationships**

<b>Position Title:</b>	<b>Senior Advisor Property and Contracts; Property and Facilities Maintenance; Infrastructure and Asset Management Group.</b>
<b>Grade:</b>	SP 16
<b>Reports to:</b>	Manager Property and Facilities
<b>Direct Reports:</b>	Nil
<b>Delegated Authority Financial:</b>	Delegated Authority Financial: This position holds a financial delegation of \$5,000. 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.
<b>Indirect Reports:</b>	As may be required pending the nature of a project or specific section of work programme
<b>Purpose of the Group and the Position:</b>	<p><b>The Infrastructure and Asset Management Group</b> comprises: Development Control; Project Management Office; Operations; Access and Transport; Stormwater and Coastal Assets; Water and Wastewater Services; Property and Facilities Maintenance; 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.</p> <p>Within this Group the Senior Advisor Property and Contracts works within the Property and Facilities team to provide manage and administer Councils Leases, Licenses, Easements, and other Property related enquires or tasks associated with strategic management of the property portfolio as required by Council,</p> <p>This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including:</p>
<b>Internal Customers:</b>	Property, Parks, Roading, Strategic Property, Liquor Licencing, Consents, , Elected Council members,

**External Customers:** Legal, Commercial Tenants, Community Groups, Sports Groups, Government Agencies, Ratepayers

### **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**

#### **Operational Delivery**

- Undertake due diligence such as market valuations, legal complications, Council records and title checks associated with property transactions as required.
- Ensure land is vested appropriately for Infrastructure or public use.
- Facilitate the implementation of leases, licensees, licensee to occupy, reserves, and fee simple properties owned or managed by Council, prepare legal documentation for same; administer the terms and conditions of leases, licensees, concessions,
- Landonline searches and interpretation of property records, instruments and survey plans.
- Facilitate new and existing encroachment licensees including preparation of legal documents and management of terms and conditions.
- Assist the Manager Property and Facilities to identify opportunities for and risks to effective management of the Council's property portfolio.
- Coordination with LINZ, surveyors, and legal teams to formalize land status.
- Identify surplus or underutilized Council land through portfolio review
- Provide advice to Council staff and customers in respect of issues or queries relating to Council property including, but not limited to, commercial/investment leases, easements, disposals and acquisitions.
- Draft, review and provide advice on contracts, agreements, templates and other relevant memoranda on behalf of the organization with regard to property activity.
- Develop, maintain and keep up-to-date comprehensive and reliable information and records on Council owned or administered property.
- Co-ordinate and administer legal processes and transactions relating to land or property owned, leased or otherwise occupied or administered by Council.
- Maintain current and accurate record of all leases, licences, commercial tenancy agreements and transactions relating to those agreements.

- Administer budget forecasting for all income invoiced with regard to leases, licences, encroachments and other commercial facilities.
- Assisting the Property and Facilities Manager with regard to compiling information, analysing market data and making recommendations for lease renewals.
- Manage and maintain all Concessions across the Council Property portfolio.
- Manage and monitor all payment of rents and the applicable aged trial balance and ensuring that all fees are paid on time as required under the terms of each specific agreement.
- Support the management of property service requests, property inboxes, allocate as appropriate, monitor and ensure they are acted on in a timely manner across the team.
- Assist the Property team in Procurement contracts as and when required.
- Participate in a 24/7 roster for after-hours callouts, ensuring timely response to urgent property and facilities maintenance issues

### **Relationship Management**

- Build and maintain strong and close working relationships with all contract holders, tenants, commercial entities and other Council business units to ensure best outcomes for all.
- Establish and maintain relationships with key stakeholders and business and industry groups.
- Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive.

### **Corporate Responsibilities**

- Build commitment of our vision, strategic directions, values and services
- Willingly undertake any duty required within the context of the position.
- Adhere to our Code of Conduct
- Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event.

### **Personal Key Results**

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self-development to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

### **Health and Safety**

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying workplace risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- Taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment.
- Reporting any risks and/or hazards you become aware of in the workplace.
- Observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment.

- Notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours.
- Notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work-related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- Complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

### **Essential Skills, Knowledge and Experience**

- Excellent interpersonal skills with a demonstrated commitment to empathetic customer service and willingness to and capability for working with a wide range of people, within and outside the organisation.
- 5+ years' experience working in a similar property leasing and contract's role.
- Understanding of the dynamic property environment and the direction and changing environment influencing property in Local Government.
- Demonstrated ability to build and maintain effective professional working relationships with all key stakeholders, including with other council staff members based on a collaborative, collegial and cooperative working style.
- Effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member.
- Demonstrated experience in legal and property management, including compliance with the Property Law Act and Reserves Management Act.
- Skilled in preparing and managing leasing agreements, renewals, rent reviews, and property marketing for lease.
- Proficient in financial management, including arranging property valuations and preparing reports.
- Strong capability in dispute resolution and interpreting legislation and policy requirements.
- Excellent administrative skills with a focus on document compilation, accuracy, and confidentiality.
- Highly organised with the ability to prioritise tasks and meet deadlines independently or within a team.
- Strong initiative and problem-solving abilities, with a customer service-oriented approach.
- Effective communicator with excellent written and verbal skills and attention to detail.
- Builds and maintains productive relationships with stakeholders.
- Technologically adept, with proficiency in Microsoft Office Suite and the ability to quickly learn new systems.
- Holder of a current and valid NZ Drivers' license

### **OTHER INFORMATION**

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

### **Te Tiriti o Waitangi**

Kapiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards

creating an organisation that is grounded, dynamic and resilient and supports our organizational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hapori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-Iwi / Iwi Partnerships Group.

#### **Civil Defence, Emergency Management and Business Continuity Duties**

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.) Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

#### **Performance Review**

Performance in this position will be assessed in terms of an agreed performance plan.

## JD APPENDIX - GENERIC ORGANISATIONAL COMPETENCIES

<b>Leadership</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• <b>People Leaders</b> 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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 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.</li> </ul>
<b>Legislative Compliance</b>	<ul style="list-style-type: none"> <li>• 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).</li> </ul>

<b>Project Management</b>	<ul style="list-style-type: none"> <li>Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.</li> <li>Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.</li> <li>Ensure Council processes and procedures are complied with.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Always maintain confidentiality.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required.</li> <li>Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises.</li> <li>Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.</li> <li>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.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>Ensure all financial activity is conducted in accord with current policy and procedures.</li> <li>Ensure you work within your financial delegation.</li> </ul>
<b>Monitoring and Reporting</b>	<ul style="list-style-type: none"> <li>Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.</li> <li>Review, monitor and report on activity or projects as required by the manager.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>Build and maintain effective professional working relationship with all key stakeholders.</li> <li>Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.</li> </ul>
<b>Information Management</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>