

## Position Description

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<b>Position title</b>	Property Advisor
<b>Reports to</b>	Director
<b>Division/Post</b>	Property & Capital Management (PCM)
<b>Location</b>	Wellington
<b>Last review date</b>	August 2007

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**Organisation profile** The Ministry of Foreign Affairs and Trade, under the statutory authority of the Foreign Affairs Act 1988, conducts the Government's business with foreign countries and their governments, and with international organisations. It advises the Government on foreign and trade policy issues that will affect New Zealand's interests in relation to other countries. On behalf of the Government, it enters into dialogue with other governments, to implement New Zealand's policies and promote New Zealand's interests.

Other key roles of the Ministry include:

- Oversight of New Zealand's international relations.
  - Protecting the interests of New Zealand citizens overseas.
  - Management of financial assistance, through a semi-autonomous agency, New Zealand Agency for International Development (NZAID), to developing nations.
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**Nature and scope** This Specialist role forms an integral part of the Ministry's management of a network of 50 secure and appropriate office premises overseas, providing suitable facilities, work environments that allows staff to conduct the Government's official business effectively. The Division, of which this role is a key part, also manages 220 staff residential accommodation properties and assets. Areas of concentration most relevant to this position include major input into the development of Asset Management Plans, including Strategy, for portfolio, provision of analysis on property initiatives and property performance to achieve efficiencies in the overall property portfolio and to undertake specific property management and property projects tasks.

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**Job purpose** To provide specialist property analysis, input and advice to inform and guide the property team in ongoing effective delivery of major projects, improved systems and clear Property Management policies. To manage key property initiatives as assigned.

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**Delegations** • none

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**Functional relationships** The position is required to build and maintain the following relationships:

**Internal** (within MFAT)

- Finance Division
- Security & Communications Division
- Information Technology Division
- Kaupapa Maori Division
- Information & Public Affairs Division
- Legal Division
- Post Management

**External** (outside MFAT)

- Property Advisors & Valuers
  - Local Estate Agents
  - Lawyers
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**Key responsibilities** The position has the following key objectives and performance measures:

<b>Key objectives</b>	<b>Performance measure</b>
Provide critical analysis of the performance of existing and planned assets and capital management.	Establishment of key property KPI’s reported in a usable manner to guide decision making.
Provide constructive input to the formulation of (and ongoing achievement of decisions arising from) the overall property portfolio Asset Management Plan, including Strategy.	Input is constructive, information and assumptions are as accurate, timely and complete as possible. Decision making methodology used is sound. Reports judged useful for decision-making by SMG.
Develop, in conjunction with other PCM staff, improved formal property management processes and documentation, to provide effective property portfolio management.	Evaluation of current systems and procedures for property management completed. Improved management processes and documentation approved and introduced. Processes meet public sector accountability standards. Measurements are in place and lessons applied to future projects.

Provide guidance and assistance to other PCM staff in Property Management policy and planning.	Appropriate guidance and advice provided readily and in line with approved PCM procedural and property management standards.
Delivery of other ongoing commitments (baseline work) to achieve Division goals.	Standards of quality, effectiveness, and timeliness met. Achieve a positive contribution to Division's goals.
Demonstrate a high level of awareness of health and safety.	Work in a safe way, following the Ministry's rules and using good work habits Take all reasonable steps to protect self, work colleagues, or anyone else nearby, from hazards/harm Report immediately any unsafe work conditions or equipment to your manager and the HR Adviser (Health and Safety)

**Skills, knowledge and experience**

The position has the following skills, qualifications, knowledge and experience requirements:

<b>Requirement</b>
<ul style="list-style-type: none"> <li>• Tertiary qualification in property business/management.</li> <li>• Proven property management and analytical skills in the commercial and residential property industry, preferably with a minimum of 5 years experience, including overseas experience.</li> <li>• Well developed understanding of property and project management policy, practices, and performance management.</li> <li>• Appreciation and understanding of the technical and financial matters associated with property and portfolio management</li> <li>• Problem solving skills and an ability to develop and implement innovative solutions</li> <li>• Ability to multi task, manage multiple priorities and competing demands</li> <li>• Excellent all round communications skills</li> <li>• Advanced computer literacy including Microsoft Word, Excel and Project and other related productivity tools</li> </ul>

**Competencies** The jobholder must demonstrate the following competencies:

<b>Competency domain</b>	<b>Competencies</b>
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Professional Attitude & Organisational Alignment	Adaptability Positive Outlook Work Standards
Teamwork	Team Development Contributing to Team Success
Analysis, Judgment & Problem Solving	Decision Making Business Acumen
Relationship Management	Building Partnerships & Networks Building Trust & Integrity
Technical / Professional Knowledge & Skills	Technical/ Professional Knowledge & Skills Communication Skills (Oral & Written)

**Additional comments**

Staff of MFAT must also:

- Have an understanding of bicultural and EEO issues.
- Hold New Zealand citizenship.
- Be able to obtain (and maintain) a New Zealand Government Security clearance.