



## Position Description

---

<b>Position title</b>	Property Manager
<b>Reports to</b>	Director
<b>Division/Post</b>	Property & Capital Management (PCM)
<b>Location</b>	Wellington
<b>Job category</b>	Specialist

---

**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 (NZ Aid), to developing nations.
- 

**Nature and scope** The Property Officer 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 management of minor capital projects (generally Official Residence refurbishments and minor Chancery works) across the MFAT property portfolio and provision of advice on property management practices and systems to the posts within the geographic area allocated. This will include guidance or interpretation of the Overseas Property Manual and reviewing BOCS, ROA and OTT and responding to FADTC questions.

---

**Job purpose** To provide **fully effective Property Management instruction and guidance to posts and manage minor capital projects.**

---

**Delegations**

- Check delegations approved for PCM

---

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

**Internal** (within MFAT)

- Finance Division
- Security & Communications Division
- Information and Communications Technology Division
- Maori Policy Unit
- Information & Public Affairs Division
- Legal Division
- Post Management
- Regional Divisions
- Human Resource Services

**External** (outside MFAT)

- Property Advisors & Valuers
  - Local Estate Agents
  - Lawyers
  - Project Consultants – Project Managers, Architects, Engineers etc
  - Contractors/Trades people/Suppliers
  - Other ERD Government Agencies
- 

**Key responsibilities** The position has the following key objectives and performance measures:

<b>Key objectives</b>	<b>Performance measure</b>
<b>Provide appropriate instruction, guidance and assistance to posts</b> to promote effective post property management including, lease management (lease term and conditions and rent reviews) maintenance of owned property, and insurance.	Appropriate guidance and advice provided readily and in line with approved PCM procedural and property management standards, as contained in the Overseas Property Manual and other guidance provided from to time.

<p><b>Manage minor capital projects</b> as assigned, using PCM framework/tools, Capital Purchases and Vehicle management.</p>	<p>Input is constructive, information is accurate and complete. Project is delivered within agreed timeline and budget. Analysis and evaluation methodology is sound. Post, SEC, ICT, Regional Division and Agencies consulted as appropriate. Approvals obtained at key stages and expenditure remains at all times within approved budget. Timelines monitored and risks managed. Regular reports provided to Director. Processes meet public sector accountability standards. Project documentation kept current and regularly filed. Projects capitalised accurately and promptly.</p>
<p>Updating information in the Property Management Information System (PMIS)</p>	<p>Ensure all information is accurate and current. This information is essential to good property management decision making so the accuracy and currency of the information is critical.</p>
<p>Provide pre-posting briefing to staff with property management responsibilities.</p>	<p>Briefings cover essential property management functions, standards to be followed and points of reference to guide their performance.</p>
<p>Delivery of other ongoing commitments (baseline work) to achieve Division goals. Includes FATDC and BOCS/ROA/OTT responses.</p>	<p>Standards of quality, effectiveness, and timeliness met. Achieve a positive contribution to Division's goals.</p>
<p>Demonstrate a high level of awareness of health and safety.</p>	<p>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)</p>

**Skills, knowledge and experience**

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

Requirement
-------------

- Tertiary qualification in property management or associated property discipline or a mixture of such qualifications and 1-2 years experience in relevant property management position.
  - Problem solving skills and an ability to develop and implement innovative solutions.
  - Strong analytical and numeric skills with facility for cost/benefit analysis
  - Negotiating skills.
  - Ability to multi task, manage multiple priorities and manage conflicting demands on time.
  - Initiative, self-starter and self-reliant.
  - Excellent all round communications skills (written and oral)
  - Strong computer literacy including Microsoft Word, Excel and Project and other related productivity tools
-

---

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

<b>Competency domain</b>	<b>Competencies</b>
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.

---

Agreed: April 2008, PCM