Position Title
Adviser Facilities Management

Reports To
Global Asset Manager

Group
Asset Management Division (AMD)

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About the Ministry

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealanders safer and more prosperous. We do this by building connections with and influencing other countries to advance New Zealand’s interests and project New Zealand values. We provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to New Zealanders’ wellbeing in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges;
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections;
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore;
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

Our values are:

**Impact**
- We achieve for New Zealand, everyday, everywhere

**Kotahitanga**
- We draw strength from our diversity

**Courage**
- We do the right thing

**Manaakitanga**
- We honour and respect others
Diversity and Inclusion

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

About the Group

The Asset Management Division is responsible for leading the strategic and tactical asset planning and management of the Ministry’s properties and other assets. The Ministry has a network of 100+ office and Official Residence premises overseas, providing facilities and work environments for staff to conduct the Government’s official business effectively. It also has approximately 250 offshore staff residential properties, assets and posts’ vehicles.

About the Position

The Adviser Facilities Management provides key technical advice for life-cycle planning, compliance with current NZ standards and the operational delivery of property assets within the region. The Adviser Facilities Management will work closely with and engage daily with the Senior Facilities Manager. The role will work with stakeholders, other asset management staff, and external service providers to deliver effective facilities and project management for the property assets portfolio. Some knowledge of construction in terms of basic engineering would be an advantage in the role.

The role provides specialist facilities expertise for all of MFATs properties with a primary focus on Health & Safety and compliance with current New Zealand standards. The role will require a comprehensive understanding of current NZ building code to ensure the monitoring of performance standards and resolving issues that may arise from the management of facilities and assets throughout property portfolio.

The Adviser Facilities Management will also assist in the development and implementation of project management programmes, particularly providing input on technical and practical aspects of project implementation, including coordination with stakeholders remotely and off shore, the supervision of contractors to ensure that projects are delivered on time and within budget to provide a cost effective outcome for the Ministry.

Key Accountabilities

The following key accountabilities of this role assist in delivering the Ministry’s purpose.

- Facilities Management
  - Work with Senior Facilities Manager, Posts, Regional Asset Managers and H&S project management team to help define and deliver programme of works
  - Proved expert technical input into the development and implementation of asset lifecycle management, total cost of ownership (TCO), maintenance plans, replacement plans and component lifecycles and risk management for the Ministry
  - Work with Regional Asset Managers and external service provider(s) to ensure the management and delivery of facilities management services for the maintenance of Ministry property assets (both owned and leased)
o Provide guidance and expertise to the Regional Asset Managers with relation to technical facilities management (FM)
o Work in partnership with service providers and internal customers to ensure the delivery of FM services is prompt and delivered within a quality assurance framework
o Advise on any outsourcing of facilities management services
o Manage any contracts with external service suppliers as needed and ensure compliance with relevant legislation and regulations are achieved

• Leadership
  o Contribute to the division’s delivery of its planned and agreed activity stream to realise its strategic priorities and high level outcomes
  o Demonstrate the organisation’s values, goals, policies and procedures in all aspects of work
  o Buddy new members of the team supporting a culture of learning and sharing of experiences

• Relationship Management
  o Develop and maintain key relationships both internally and externally in order to advance the division’s objectives

• Organisational Responsibilities
  o Understand the Ministry’s strategic priorities and high-level outcomes framework and how this role contributes to the framework
  o Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies and external stakeholders
  o Contribute to the preparation and reporting requirements of the Ministry’s accountability documents
  o Understand tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business
  o Using the Ministry’s Capability and Leadership Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring
  o Identify and pursue opportunities to build specialised skills, knowledge and experience aligned with the Ministry’s Strategic Framework
  o Contribute to Ministry-wide projects and emergency response situations
  o Be aware of and adhere to the Ministry’s Health and Safety policies and procedures
  o All other duties as requested by the employer

• Knowledge Management
  o Contribute to the continuous development of the Ministry’s knowledge base by using the Ministry’s internal systems, sharing information and data with relevant internal stakeholders

• Health and Safety

The Ministry is committed to providing a safe and healthy working environment for all staff, including contractors and other workers, both on and offshore. You are responsible for:
taking reasonable care of your own and other’s health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others

- complying with reasonable Ministry instructions to ensure the Ministry is able to comply with the Health and Safety at Work Act 2015
- cooperating with health and safety policies and procedures
- identifying and reporting hazards, injuries, illness and incidents (including near misses) that arise from your work or in the workplace
  - identifying and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so
  - raising health and safety matters with your manager or health and safety representative (or contact as appropriate)
  - ensuring that all health and safety incidents, injuries, near misses are immediately reported through the HR Kiosk
  - ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your Manager.

**Qualifications, Skills, knowledge & experience**

The following are required:

**Qualifications**
- Ideally a tertiary qualification in a construction, engineering (mechanical and electrical) or property related discipline

**Skills**
- Expertise in effectively working with external facilities contracts and consultants
- A sound understanding of commercial and contractual implications
- Experience with procurement
- Experience with efficiency improvements
- Strong customer-oriented focus
- Strong written and oral communication skills
- Strong project management planning and organisational skills
- Possesses a strong achievement/delivery focus – sets high standards including accuracy and attention to detail
- Ability to work under pressure.
- Ability to work as part of a team.
- Ability to work with staff from all levels of the organisation
- Ability to facilitate and coordinate tasks.
- Ability to work with people from other cultures.
- The ability to facilitate complex tasks in a multi-disciplinary environment.

**Experience**
- An industry technical expert with at least 15 years relevant experience in commercial and residential building facilities management including local and overseas experience
- Successful experience leading and managing Total Cost of Ownership (TCO), risk management, Asset Lifecycle management, maintenance and replacement programmes

**Relationships**

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

*Internal (within MFAT)*
- Ministry managers and staff specifically within:
  - Services Division - AMD, Commercial, Finance and Security Divisions

External (outside MFAT)
- Technical Specialists
- Government agencies with representation overseas
- Counterparts across other Government agencies and the broader public service
- Counterparts across other Foreign Services
- Consultants/Suppliers
- Third party providers

**Mandatory Role Requirements**
- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.
- You must hold New Zealand citizenship.