Position Title
Regional Asset Manager

Reports To
Global Asset Manager

Division
Asset Management Division (AMD)

Group
Services

Date Created/Updated
August 2018

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, every day, 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 reflects 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 Division

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 115 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 157 offshore staff residential properties. Other assets such as cyclone shelters and posts’ vehicles are also included in the portfolio.

About the Position

The Regional Asset Managers (RAMs) oversee the asset portfolio in an assigned international region and help lead the implementation of a customer facing model that emphasises strong stakeholder relationship management, influence and collaboration.

Together with stakeholders, RAMs, ensure we have the right physical assets in the right place at the right cost, and delivering the right standard to enable MFAT to meet its objectives. At a high level it is about optimising and extracting best value from the asset over its lifecycle and it is about making good decisions about how to maintain, renew or replace assets.

The RAMs provide a full range of asset management leadership, expert advice and services in their region including: asset planning; lease activity; procurement; advice on procurement of facilities management contracts; managing regional minor capital works budgets; oversee the management of vehicle fleets; and, managing or assisting with capital project delivery. These will be supported through use of the Asset Management Information System (AIMS).

As this role looks after an international region, some travel will be required.

The Ministry supports a range of flexible work options as the default setting for all positions.

Key Accountabilities

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

- To provide leadership, and to be a trusted advisor, in property asset management to a specified region through strong stakeholder relationship management, influence and collaboration in the following areas:
  1) Asset management and planning
  2) Lease management
  3) Property management
  4) Facilities management
  5) Procurement, budgeting and fleet management
  6) Minor capital project delivery
- To champion and be an expert user of the Asset Information Management System (AIMS) to ensure the system remains up-to-date and relevant. As an expert user to be involved in AIMS training in a supporting capacity.

- Role specific
  - Develop Post Asset Plans and a Regional Asset Plan for the subject region and Global Report
  - Written submissions as required to meet policy and guidelines
  - Written business cases to justify major capital spend
  - Use of internal procurement tools to ensure procurement policies and guidelines are met
  - Ensure that lease renewals and rent reviews are proactively managed.
  - Advise on the day to day issues relating to leases, rent reviews, property projects and any outsourced contacts.
  - Develop and advise on portfolio performance improvement initiatives.
  - Help managers ensure any outsourced contractual arrangements are honoured and review any contractor compliance (e.g. undertake property inspections).
  - Manage relevant documentation ensuring it is developed in a collaborative manner, is accurate, readily accessible and supports the delivery of the Division’s plans.
  - Ensure core asset information is recorded and up to date AIMS.
  - Seek to become a subject matter expert on AIMS.

- Financial Management
  - Advise on and help Heads of Mission and other managers manage their asset budgets to delegated authorities
  - Help ensure capital budgets are adhered to and accurately reported against
  - Monitor and/or advise on external property and facilities management costs in order to ensure that the Ministry is obtaining value for money.

- Leadership
  - Contribute to the division’s delivery of its planned and agreed activity stream to realise its strategic priorities and high level outcomes
  - Demonstrate the organisation’s values, goals, policies and procedures in all aspects of work
  - Provide specialist expert asset management leadership and advice

- Relationship Management
  - Develop and maintain key relationships both internally and externally in order to advance the division’s objectives
  - Establish strong professional and collaborative relationships with stakeholders (including NZ Inc. Agencies) and any external service providers.
  - Develop and maintain strong working relationships with client stakeholders and any outsourced providers.
Organisational Responsibilities

- Understand the Ministry’s strategic priorities and high-level outcomes framework and how this role contributes to the framework
- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies and external stakeholders
- Contribute to the preparation and reporting requirements of the Ministry’s accountability documents
- 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
- Using the Ministry’s Capability and Leadership Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring
- Identify and pursue opportunities to build specialised skills, knowledge and experience aligned with the Ministry’s Strategic Framework
- Contribute to Ministry-wide projects and emergency response situations
- Be aware of and adhere to the Ministry’s Health and Safety policies and procedures
- All other duties as requested by the employer

Knowledge Management

- 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 property management or related discipline.

Skills
- Expertise in the development and implementation of asset and lease life cycle plans.
- Thorough understanding, appreciation and experience in full life asset management and total cost ownership, preferably within a diverse and wide spread portfolio.
- Strong customer focus and commercial savvy.
- Proven experience in managing multiple stakeholders.
- Ability to operate strategically and develop trust and credibility with senior management.
- Able to undertake international travel for periods of time.
- Demonstrates the drive and ability to improve own capability, including self-awareness and self-improvement focus.
- Good understanding of tikanga and Treaty of Waitangi principles and the application to asset management
- Strong qualitative and quantitative analytical skills and ability to develop appropriate recommendations.
- Good judgement and decision making skills.
- Ability to convey complex information logically and concisely in both written and oral forms.
- Strong oral and written communication skills.
- Strong interpersonal skills.
- Ability to work as part of a team, with staff from all levels of the Ministry and at times under pressure.

Experience
- At least 5-10 years’ experience in the management of a complex and widely distributed commercial office and residential asset portfolio, preferably internationally.
- Experience managing leases and property contracts and services.
- Experience managing procurement of providers and contracts.

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

Internal
- AMD Divisional Manager and Global Asset Manager
- AMD staff
- Regional Division Management staff
- Other MFAT staff, both onshore and offshore
- Specialists within the Services Division for example, Finance, Security, IT and Procurement

External
- Other government departments and agencies including those with representation overseas
- Property Specialists
• Local Real Estate Agents
• Lawyers
• Insurance brokers/providers
• Architects and Designers
• Structural and Electrical Engineers
• Contactors/Trades people/Suppliers
• Counterparts across other Foreign Services
• Diplomatic missions
• Any outsourced 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.