

## National Property Lead – Position Description

### Te Whānau Tupu Ngātahi o Aotearoa | Playcentre Aotearoa Vision/Mission:

Whānau Tupu Ngātahi - Families growing together.

Playcentre is a family organisation where:

- we empower adults and children to play, work, learn and grow together
- we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- we value and affirm parents as the first and best educators of their children so that whānau are strengthened and communities enriched

### Purpose of the Position

The National Property Lead is responsible for managing Playcentre's property portfolio.

The National Property Lead manages a team of Regional Property Coordinators.

Please note this job description may change from time to time as reasonably required by Playcentre Aotearoa.

### Place of Work

National Service Centre

### Reporting

The National Property Lead – reports to the Chief Financial Officer

### Direct Reports

- Regional Property Coordinators

### Key Relationships

- Regional Managers
- External stakeholders
- Playcentre Aotearoa National Service centre team



“Whānau tupu ngātahi – families growing together”

## Key accountabilities

### Leadership

- As a Playcentre manager take a proactive leadership role with colleagues to collaborate and support performance of the property team ensuring a strong centre focus.
- Generates confidence and commitment, leading by example, demonstrating and modelling Playcentre values. Provides clear direction enabling others to perform to their optimum. Knows and respects their staff, building strong interpersonal relationships, drawing on a wide range of communication skills to inform, listen and persuade.
- Consistently behaves in an honest, ethical and professional manner. Promotes and advocates for the highest of personal and professional behaviour and evaluates the performance of staff in the light of those values.
- Manages team performance and develops team capability through coaching, mentoring, development planning and actively sharing knowledge and expertise.
- Manage and grow relationships with stakeholders.

<p>Role specific</p>	<ul style="list-style-type: none"> <li>• Support the development and implementation of a national property and health &amp; safety plan.</li> <li>• Develop and maintain a database which records full details of all Playcentre properties to ensure records are centralized, accurate, current and accessible.</li> <li>• Contribute to the development and implementation of a long term property investment plan.</li> <li>• Lead all property related activities, which include but are not limited to: acquisition; operational property management; rental, service contracts, lease and insurance agreement negotiation and oversight, and property disposal.</li> <li>• Maintain and develop property policies, processes and procedures, ensuring that they remain current and promote best practice to ensure that Playcentre properties are well maintained.</li> <li>• Lead the delivery of training of stakeholders to support centre understanding of responsibilities and Playcentre policies and procedures.</li> <li>• Collaborate with the Chief Financial officer in the management of the national property budget.</li> <li>• Ensure Regional Property Coordinators are resourced to provide quality advice and support to their regions.</li> <li>• Develop the skills of Regional Property Coordinators by identifying need and provision of support and training.</li> <li>• Provide direct support to Regional Managers on complex or challenging property issues.</li> <li>• Apply sound management processes and practices to support Playcentre to operate effectively and efficiently to meet compliance requirements.</li> <li>• Conversant with Playcentre policies and procedures and supports adherence to these within the property team.</li> <li>• Lead/support implementation of national initiatives as required.</li> <li>• Monitor situations regarding property and related health &amp; safety issues.</li> <li>• Lead/support resolution of property issues or concerns raised by the Ministry of Education, Education Review Office, Ministry of Health.</li> <li>• Complete reports as required.</li> <li>• Ensure statutory compliance is maintained in relation to Playcentre’s property portfolio.</li> <li>• Monitor timesheet approval of centre paid staff.</li> <li>• Responsible for the recruitment of Property Coordinators and their day to day management, ensuring Playcentre Aotearoa policies and procedures are followed.</li> </ul>
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Bi-cultural partnership	<ul style="list-style-type: none"> <li>• Displays a demonstrated understanding of te ao Māori, including an appreciation of matauranga Māori, tikanga Māori and te reo Māori.</li> <li>• Recognises and understands the principles of Te Tiriti o Waitangi and how they relate to Playcentre.</li> <li>• Participates in ongoing Treaty and Bicultural related training and other appropriate professional development.</li> </ul>
Centre focused	<ul style="list-style-type: none"> <li>• All Playcentre employees have responsibility for ensuring that their role and contribution (whether directly or indirectly) in the development, co-ordination and provision of services or support, proactively helps centres to be able to undertake their work upholding and promoting Playcentre Aotearoa values and philosophy.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Undertakes work safely complying with the Health &amp; Safety at Work Act 2015 and taking responsibility for your own actions.</li> <li>• Complies with all H&amp;S information, instruction, Playcentre policies and procedures, training and supervision.</li> <li>• Reports any health &amp; safety hazards, risks and incidents in the workplace immediately.</li> <li>• Complies with all requirements of return to work and rehabilitation plans.</li> </ul>

<b>Key competencies</b>	
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> <li>• Actively engages in promotion of Māori cultural values.</li> <li>• Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions.</li> <li>• Identifies cultural perspectives and bias in others and challenges their views in a manner that would cause them to self-reflect.</li> </ul>
Analytical thinking	<ul style="list-style-type: none"> <li>• Makes considered decisions and establishes clear goals and priorities to achieve desired outcomes.</li> <li>• Review or create reports, identify trends as well as isolated events.</li> </ul>
Building relationships	<ul style="list-style-type: none"> <li>• Ability to establish trust and confidence of stakeholders.</li> <li>• Honest, respectful and open in delivery of communication.</li> </ul>

<b>Key competencies</b>	
Communication with influence	<ul style="list-style-type: none"> <li>• Earns respect through competence in role and acting with honesty and integrity.</li> <li>• Conveys and supports agreed messages with relevant examples, demonstrations and stories.</li> <li>• Solution focused.</li> </ul>
Consultation & collaboration	<ul style="list-style-type: none"> <li>• Provide expert and valued advice to support stakeholders (internal and external) and build trust</li> <li>• Draw on own knowledge and expertise to provide relevant advice to stakeholders</li> </ul>
Delivering results	<ul style="list-style-type: none"> <li>• Ensure that work and information are complete and accurate.</li> <li>• Consistently achieves priority goals, seizes challenges, deals with any knock backs, and keeps themselves and others focused on achieving the required outcomes.</li> </ul>

<b>Person Specification</b>	
Skills and Attributes	<ul style="list-style-type: none"> <li>• Ability to build effective relationships that influence others and build good practice.</li> <li>• Well-developed influencing skills which support achievement of effective outcomes by/with stakeholders.</li> <li>• Strong communication skills, both oral and written.</li> <li>• Recognises the “big picture” in issues and attends to detail.</li> <li>• Organised- Excellent time management abilities, planning work around deadlines and tight timeframes with ability to multitask.</li> <li>• Actively engages in developing and extending own knowledge within the property and procurement fields to ensure current knowledge of good practice, compliance requirements, trends and issues across the sector and related areas.</li> <li>• Enjoys working collaboratively.</li> <li>• Positive attitude and highly motivated with a strong customer focus.</li> <li>• Flexibility to travel and work remotely as required from time to time.</li> <li>• Experience of building relationships that influence others and build good practice.</li> <li>• Tertiary qualification in a related field is preferred.</li> <li>• Knowledge of Early Childhood Education property related legislation and licensing requirements.</li> <li>• Procurement experience or knowledge is desirable.</li> </ul>

