

Regional Property Manager – Position Description

New Zealand 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 Property Manager is responsible for undertaking condition and compliance inspections and managing property projects at Centres, non Centre buildings and other Playcentre Aotearoa Assets. This role is intending to be visiting Centres and hands on management of projects at Centres therefore travelling is a large component of this role.

Property Managers work closely with the Centre Support Staff, Centre Property Volunteer Members, Property Coordinators, Property Administrators as well as H&S, Finance and Grants Administration Teams to ensure compliance with buildings, playgrounds and other associated assets as well as management of property projects and national projects as directed by the National Property Manager.

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

Place of Work

Work from home, 80% of the role will be travelling to Centres in designated area. Some regions may have a home base.

Reporting

National Property Manager (NPM)



Direct Reports

- Nil

Key Relationships

- National Property Manager
- Property Coordinators
- Property Administrators
- H&S Advisors
- Grants Administrator/s
- Accounts Team
- Centre Support Staff
- Centre Members
- External Contractors
- Ministry of Education Property Teams
- Other External Parties, e.g. Ministry of Health, Councils, Other Landlords, Real Estate Agents, Valuers etc

Key accountabilities

Role Specific

- Carry out condition and compliance checks and create reports on all Playcentre Aotearoa properties, playgrounds and associated assets at a minimum of once per annum.
- Manage Insurance Projects as a result of insurance claims in conjunction with Centre Support Staff and Centre Volunteers as identified by and with specialist input from Property Coordinators and Administration Support from Property Administrators
- Undertake random compliance checks to ensure third party hires are following Playcentre Aotearoa's processes and procedures and other hire/subletting conditions
- Support Property Coordinators and National Property Manager with any onsite/"eyes on Centre" knowledge regarding lease and Property Occupancy information as requested
- Support Property Coordinators and National Property Manager with any onsite landlord or landlord agent requirements or meetings
- Manage Playcentre Aotearoa Property Projects in relation to capital, renovation, maintenance, or repair projects with specialist knowledge from Property Coordinators and administration support from Property Administrators, includes procurement and day to day running of projects alongside Centre Support Staff and Centre Volunteers
- Coordinate with Accounts Team with regards financial management of projects, building property expenses, insurance claims, and other property related financial requirements
- Work alongside Property Coordinators and Centre Support Staff to assist the Centres in preparing annual property budgets in line with 5/10 Year Maintenance Plans and Centre wish lists
- Work alongside the National Property Manager to build and maintain the Contractor Management System, Contractor Induction Processes, and other related H&S processes
- Assess and report to Property Coordinators regarding Centre Fire Evacuation Schemes compliance and manage projects required to bring compliance up to standard including providing required information to Property Coordinators to apply for new Fire Evacuation Schemes
- Ensure Centre Support Staff are following compliance requirements for Building Warrant of Fitness (BWOFF) and report noncompliance to Property Coordinators

	<ul style="list-style-type: none"> • Support and encourage Centre’s to seek external funding in conjunction with the Grants Administrator • Assist and support Centres/Centre Support Staff to understand internal funding opportunities in relation to property and playground works and to prepare and collate information regarding submitting for project approval or project funding approval • Assess Centres in relation to environmental concerns, i.e. CO2, temperature, humidity, noise, etc, including assisting Center Support Staff and Centre Members to understand and control the Centre environment including information regarding submitting for project approval or funding, and manage projects as a result of this • Provide onsite/“eyes on Centre” knowledge and support to Project Coordinators and National Property Manager for property acquisitions and disposals including managing any projects as necessary • Provide information and onsite/“eyes on Centre” knowledge to assist Property Administrators in updating and maintaining the property database • Provide onsite/“eyes on Centre” knowledge and information to assist with updating and maintaining Property related Policies and Procedures in conjunction with National Property Manager • Support preparation of reports as needed by NPM • Keep abreast of any new requirements, legislative, compliance, or updated information from stakeholders (i.e. NZ Standards, MOE, ERO, MOH, Councils, FENZ etc) • Communication with Finance Team and Centre Support Staff to provide onsite/“eyes on Centre” or project based information as requested by them • Assist with onsite/“eyes on Centre” knowledge or input into Property Board Documents as requested by National Property Manager or other Property Team Members • Assist National Property Manager with providing property and playground related training and development for Property Team Members, Centre Support Staff and Centre Volunteers • Work alongside the National Property Manager with regards to national initiatives in particular those relating to property project management • Participate in PLD and additional training • Create content for bulletin and website as directed by the National Property Manager
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	<ul style="list-style-type: none"> • Provide other onsite/"eyes on Centre" and specialist knowledge and information as directed by the National Property Manager
Bi-cultural partnership	<ul style="list-style-type: none"> • Participate in ongoing Treaty and Bicultural related training and other appropriate professional development. • Encourage and understand the importance of the dual heritage of New Zealand/Aotearoa. • Recognise the principles of Te Tiriti o Waitangi and how they relate to Playcentre.
Centre focused	<ul style="list-style-type: none"> • 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.
Health and Safety	<ul style="list-style-type: none"> • Undertakes work safely complying with the Health & Safety at Work Act 2015 and taking responsibility for your own actions. • Complies with all H&S information, instruction, Playcentre policies and procedures, training and supervision. • Reports any health & safety hazards, risks and incidents in the workplace immediately. • Complies with all requirements of return to work and rehabilitation plans.

Key competencies	
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> • Actively engages in promotion of Māori cultural values. • Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions. • Identifies cultural perspectives and bias in others and challenges their views in a manner that would cause them to self-reflect.
Analytical thinking	<ul style="list-style-type: none"> • Makes considered decisions and establishes clear goals and priorities to achieve desired outcomes. • Approaches problems analytically, from a variety of perspectives, identifying immediate and long-term consequences.
Building relationships	<ul style="list-style-type: none"> • Ability to establish trust and confidence of stakeholders. • Honest, respectful and open in delivery of communication.
Communication with influence	<ul style="list-style-type: none"> • Earns respect through competence in role and acting with honesty and integrity. • Solution focused. • Be available for the Playcentre community to find a common ground and viable solutions that meet their needs as well as the needs for the centres.
Consultation & collaboration	<ul style="list-style-type: none"> • Provide reliable advice to support stakeholders (internal and external) and build trust. • Draws on own knowledge and expertise to provide relevant advice to stakeholders.

Key competencies	
Delivering results	<ul style="list-style-type: none"> • Is action oriented, having the energy, motivation, positivity and commitment to excellence to ensure achievement of results. • Consistently achieves priority goals, seizes challenges, deals with any knock backs, and keeps themselves and others focused on achieving the required outcomes.

Person Specification	
Skills and Attributes	<ul style="list-style-type: none"> • Organised - excellent time management abilities, planning work around deadlines and tight timeframes with ability to multitask. • Knowledge of Property, Facility, Asset Management and Project Management • Enjoys working collaboratively with a 'can do' attitude. Can also work independently. • Excellent relationship management skills- proven ability to interact effectively and confidently with a range of stakeholders. • Excellent communication skills, both oral and written. • Recognises the "big picture" in issues while also attending to detail. • Confident in use of IT and experience in using systems – ideally an SMS • Proficient in use of Microsoft Suite and Adobe Acrobat • Understanding of Discover Database or similar Software an advantage but not essential • Motivated and results orientated. • Positive attitude with proven customer focus. • Committed to Playcentre philosophy and values. • Must have valid drivers license.