

POSITION: Property Asset Manager (permanent, part-time)

RESPONSIBLE TO: Principal, or his delegate

FUNCTIONAL RELATIONSHIPS WITH:

The Deputy Principal, Board of Trustees chair, Board of Proprietors Property Committee, Financial Manager, General Manager

THE ROLE:

The purpose of the Asset Manager is to manage and administer the John McGlashan College portfolio of school and boarding property assets to ensure the optimal long-term performance through intelligent planning, active development, asset maintenance, ensuring net functionality and durability are maximised, and at all times seeing that the properties comply with all local body, central government, and statutory requirements.

The role is an administration role working alongside the Principal, Deputy Principal, and board representatives, contributing across all property asset aspects, acquisitions, third party contractor negotiation, key stakeholder management and supporting development opportunities.

You will essentially take strategic responsibility of the existing portfolio of buildings making up the Colleges property assets.

The role requires total property asset management and includes property, financial and maintenance management for all College properties and upkeep of an inspection based monitoring and compliance regime.

WHAT YOU ARE REQUIRED TO DO:

- Attend to all property and facilities management related enquiries and requests
- Ensure all property compliance and Health and Safety requirements are met as relates to property. This will include but not be limited to attendance and participation in The College Health and Safety meetings
- Arrange maintenance and repairs that are required if involving third party contractors
- Maintain and arrange the Colleges insurances in consultation with the Principal and the Deputy Principal
- Manage Health and Safety compliance of suppliers
- Provide a high level of personalised and professional service to the College community and stakeholders
- Support the strategic direction of the property assets, develop portfolio management programmes and standards as determined by the Board of Trustees and the Board of Proprietors
- Assist with the preparation of documentation, including budgets, building reports, approvals, and reviews
- Undertake and record scheduled property inspections
- Assist with projects to drive innovation and maximise the benefit of the property assets to the College teaching and learning environment
- Support the Deputy Principal with systems to assist them manage the property and grounds staff
- Support the Principal in leading the College relationship with the Ministry of Education as it relates to property
- Support the Board of Trustees and the Board of Proprietors with accurate, timely and complete property information and updates

OVERALL PURPOSE OF THE ROLE:

- To manage and maintain the property assets of the College
- To support the Deputy Principal supervising grounds staff
- To oversee and plan external party maintenance and repairs of the College property assets
- To oversee the compliance with all health and safety regulations as they relate to the property assets
- To manage and ensure Building Compliance in all respects across the campus
- To coordinate the implementation of long-term Board of Proprietor capital development initiatives.

GENERAL STATEMENT OF RESPONSIBILITIES:

- To contribute to the smooth running and general efficiency of the College so that learning and teaching environments are enhanced. To support the special character of the College as relates to its property assets
- To help maintain a positive image of the College in the community and act as a positive role model for students.

DUTIES AND RESPONSIBILITIES:

Prepare and then implement for the Board of Trustees and the Board of Proprietors annually a Maintenance Plan which includes planning and budgets for:
Maintenance and repair of furniture, furnishings, fixtures, fittings and equipment.
Maintenance, cleaning and tidying all building exteriors and covered walkways, including the removal of graffiti etc.
All repairs and general maintenance budgeted for and approved by both the Board of Trustees and the Board of Proprietors.
Arrangement and coordination of repairs undertaken by third party contractor trades staff, ensuring they are aware of safety requirements ensuring protection of all campus users, including the need to sign in at the school office and checking of work on completion.
A 10-year property plan. This would involve organising contracts with relevant companies or individuals to ensure that the interior and exterior of the school are and maintained in an appropriate and timely manner in line with the 10-year plan.
An effective system for staff to identify and solve issues around the campus as efficiently and quickly as possible.
Commissioning of seasonal maintenance such as clearing spouting, sumps etc.
Establishing a system of regular maintenance checks, i.e., daily, weekly, monthly etc.
Improved property performance and developing new activities to further enhance the property portfolio at the campus
A programme for the daily maintenance of all property assets. This includes liaising monthly with staff representatives, cleaning staff, grounds people as well as contractors and their managers and supporting the Deputy Principal in the management of those employees.

Lead and be accountable for the following operational responsibilities
Maintain oversight of the quality of cleaning
Meet with the head contract cleaner on a regular basis to ensure appropriate standards of cleaning are being met.
Survey cleaning on a regular basis to determine that standards are being met.
Meet not less than monthly with the Deputy Principal, Property Supervisor and grounds staff to discuss areas of focus.
Meet fortnightly with the Principal and deputy Principal to set key focus objectives for each 14 day period
Specific Budgets and Ordering
Preparation for adoption by the Board of Trustees and the Board of Proprietors annual budget and plans for maintenance, repairs and property budgets in consultation with the Principal and Financial Officer, and work within these budgets during the year.
Overseeing the ordering of supplies and materials for projects, repairs and replacements within delegated levels.
Statutory Compliance Duties
Maintain and carry out the required inspections as detailed in the Building Warrant of Fitness manual.
Complete annual campus audit of property assets
Ensure current Building Warrant of Fitness is maintained at all times through coordination and management of the appropriate contractors
Be aware of current legislation pertaining to property assets
Ensure effective systems are in place for waste management.
Attend Health and Safety meetings, and support the College to meet all Health and Safety obligations
Ensure compliance with all central and local government requirements for the property assets.

REQUIRED QUALIFICATIONS:

- Previous experience in an intermediate to senior property role
- Proficient with computer systems and database management
- Financially literate and able to use accounting software
- Familiar through experience with legal requirements of publicly occupied buildings in New Zealand
- Able to use Microsoft Word, Excel and Teams proficiently

PERSONAL STRENGTHS:

- Effective written and verbal communication skills
- Strong people focus
- Problem solver
- Relationship builder
- Attention to detail to ensure accuracy
- Organiser and planner
- Proactive team player
- Understanding of property law- resource consent process, Building Act, District planning requirements, and Health and Safety
- Able to build strong relationships with internal and external stakeholders.
- Experience in problem resolving and the confidence to make decisions.
- A positive and professional approach
- Demonstrate self-motivation, attention to detail, and strong time management skills.
- Be able to work independently, and as part of a team and cope well with pressure.
- Some procurement and contract negotiation exposure
- A passion for sustainability and understanding the part that we have to play in safeguarding for future generations

HOURS:

- 16 hours per week over a minimum of 3 days. Able to take on additional hours as workflow or projects require.
- Four annual leave per year
- Statutory sick leave entitlements

KPIs, TARGETS AND REVIEWS:

- The Principal will set annual key performance indicators in writing in January each year and you will be expected to achieve these
- The Principal and the Deputy Principal will conduct a review of your performance and provide feedback in December of each year