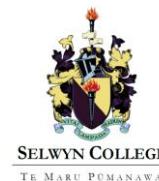


# POSITION DESCRIPTION

## Property Manager



<b>POSITION TITLE</b>	<b>Property Manager</b>
<b>RESPONSIBLE TO</b>	<b>Warden</b>
<b>DIRECT REPORTS</b>	<b>Other Property Staff Grounds (Contractor)</b>

### SELWYN COLLEGE VALUES

Selwyn College is a not-for profit residential college on the northern border of the University of Otago campus. The Board of Governors state the fundamental object of Selwyn as “*an inclusive academic residential community, founded on the principle of mutual care, valuing and promoting the physical, mental and spiritual wellbeing of all of its members*”.

Key values are:

- *Community* – Selwyn is an inclusive community which demonstrates mutual care
- *Education* – Selwyn provides an environment conducive to academic excellence and broad education
- *Wellbeing* - Selwyn develops the whole person, spiritually, mentally and physically

### FUNCTIONAL RELATIONSHIPS

Internal:	Property & grounds staff Senior management and heads of department Other College staff Welfare team and residents
External:	Trades and sub-contractors Emergency services Assessors of compliance Other University and residential college staff

### PRIME FUNCTION

To hold oversight of the compliance, maintenance and care of college buildings and facilities, grounds, furnishings/fittings, equipment, all to the highest possible standards and within budget guidelines.

Prime Functions include:

- Coordination of all programmed and reactive repairs & maintenance;
- Oversight of the grounds contracted service and other related matters;
- Property and grounds related Health & Safety including fire and other compliance, building warrant of fitness, related risk management and safe use of equipment;
- Managing and maintaining quality relationships with external contractors, suppliers and other stakeholders;
- Leading the continuous improvement of property related systems and processes;
- Supporting the Warden to meet the strategic and operational requirements of the college, including workplace H&S and long term planning for the future needs of assets and facilities.

### KEY RESPONSIBILITIES

#### Maintenance and Care

- Carry out regular inspections of all College buildings and grounds to ensure they are operational and in good order.

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- Oversee and carry out where appropriate, the process of dealing with all building repairs, maintenance and related emergencies.
- Manage and be fully conversant with plumbing, heating, fire, electrical, gas, telecommunication, security and waste systems and associated plant in all buildings.
- Coordinate the annual 'summer maintenance programme' (outside the academic/residential year).

### College Improvements

- In conjunction with the Warden, establish medium and long-term refurbishment & maintenance plans, to be reviewed annually.
- Oversee the implementation of the refurbishment & maintenance plan.
- In conjunction with the Warden, contribute to the planning and project management of any redevelopment initiatives.

### Health & Safety

- Ensure all facilities fulfil legislative requirements including the Building Act, Fire Safety and Evacuation Regulations and related compliance certificates are obtained.
- Ensure all areas of property and grounds operations are conducted safely, including the use and storage of tools and equipment, and is at all times compliant with Health & Safety regulations as required by legislation.
- Oversee trades and contractors carrying out work on college premises, ensuring inductions are completed and necessary workplace H&S management is proactively undertaken.
- Oversight of the development, implementation and administration of the college Fire Protection Scheme and related procedures.
- In conjunction with other senior staff, assist with the development, implementation and review of college workplace safety policies and procedures.
- Identify, take action and report any accidents, injuries/near miss and arrange any appropriate training.
- Maintain an up-to-date plan for managing property related hazards and risks.

### Administration/Financial

- Carry out college refurbishment and maintenance within budgetary guidelines and delegated financial authority.
- Oversee all agreements for property related services with external contractors; and ensure competitive quotations are obtained for all goods and services.
- Establish and maintain building, operations, and maintenance documentation detailing location of services and schedules of regular maintenance.
- Establish and administer an up to date asset register and inventory of building furniture and fittings, including processes and the recording of the disposal of assets.
- Assist with preparation of annual property operational and capital expenditure budgets.
- Responsible for reviewing, authorising and coding Property related invoices and staff timesheets.
- In conjunction with the Administrator and Domestic Supervisor, ensure any resident caused damage is reported and charged accordingly.

### General

- Contribute to sustainability initiatives and target energy savings across all buildings.
- Supervision of property and grounds staff either employed or contracted by the college, including management of staff related performance, development and leave.
- Attend regular team management meetings, involving senior staff and heads of department.
- Other duties related to and consistent with the position description as directed by the Warden.

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### KEY RESULT AREAS

Expected outcomes of the position are being achieved when:

- All buildings and grounds managed by the college are operational, compliant and maintained to the highest standard.
- Repairs and maintenance are completed in a timely manner, with reactive/emergency resolved swiftly.
- Refurbishment and maintenance plans, operational and capex budgets, are approved by the Warden and effectively managed within budget.
- Property related manuals, schedules and other such documentation are accessible and up-to-date.
- Asset register is up-to-date, replacement schedules set in place and disposal of assets suitably managed.
- H&S related policies, procedures and registers are applied, regularly reviewed and improved, including the use of ownership and use of tools, equipment and appliances.
- Trades onsite and external contractors are appropriately screened, supervised and aware of college protocols and requirements.
- College Fire Evacuation Scheme is up-to-date and approved by NZ Fire Service.
- Staff supervised appropriately and any performance issues dealt with accordingly.

### PERSON SPECIFICATION

Required experience and competencies:

#### Experience/Skills

- Trade qualification and/or demonstrable experience in property maintenance and management is essential.
- Project Management experience highly desirable.
- Excellent organisational and communication skills; and the ability to work independently and with a diverse group of people.
- Business acumen to assist prepare and manage operational and capex budgets.
- Computer literate (including app/software).
- Experience managing Health & Safety and related systems/procedures is highly desirable.

#### Attributes/Competencies

- Leadership and management aptitude.
- Solution focused; lateral and strategic thinker; exceptional initiative.
- Calm under pressure.
- A willingness to be 'on the tools' as needed.
- Full, clean drivers licence.
- Good physical fitness.
- Understanding of the needs of those undertaking tertiary study; including ability to maintain professional standards at all times and respect the privacy of residents.
- Demonstrated commitment to the care and well being of young people.

#### Pre-Employment Check

- Requirement to pass a police vetting check.

### PERFORMANCE REVIEW

The Property Manager will participated in annual performance reviews. This position description may be varied from time to time through mutual agreement.

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### PARTICULARS

<b>Position type</b>	Permanent.
<b>Hours</b>	40 per week. To be worked between 7.30am – 5.30pm, Monday to Friday.
<b>Qualification(s)</b>	Relevant trade qualifications.
<b>Salary</b>	To be negotiated.
<b>Annual Leave</b>	Entitled to 5 weeks per annum.
<b>Parking</b>	An onsite car park is provided.
<b>Catering</b>	Lunch is provided (during the residential semester).
<b>Phone</b>	Mobile phone provided.
<b>Dress</b>	College crested polo shirts(x2) and a winter-type jacket provided.

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### INDIVIDUAL SPECIFIC ACCOUNTABILITIES:

#### 1. Personal

##### Behaviour and Role

- Adhere to organisational values, policies and guidelines, and consistently role-model these in behaviour;
- Translate the College's values into professional practices, decision making and actions;
- Individually accountable for ensuring the tasks and responsibilities of the position are understood; and for the quality of individual work, performance and behaviour;
- Proactively contribute to the College in achieving relevant planned objectives.

##### Personal and Professional Development

- Recognise and embrace opportunities to learn, develop, improve and increase effectiveness;
- Raising recognised individual skills or knowledge gaps or other inefficiencies in role, with Manager;
- Contribute to individual performance objectives and plans, and monitor performance against those expectations, seeking regular feedback from manager in doing so;
- Fulfil mandatory/professional competency requirements, and activities identified in performance development plan.

##### Health and Safety

- Act and work in a manner compliant with current health and safety at work legislation and College policies;
- Role model safe behaviour and practices, contribute to 'zero preventable harm' and a safe work environment, including raising workplace health and safety concerns for self, students, visitor's and other staff.

##### Sustainability

- Act in a manner consistent with the College's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

##### Reputation

- Represent the interests of the College, Anglican Diocese of Dunedin and University of Otago and champion all that is great about working here.

##### Student Experiences and Outstanding Campus Environment

- Act in a manner which contributes to outstanding student experiences and a professional, collegial workplace.

#### 2. People

##### Engage Stakeholders

- Manage key relationships with staff, students, visitors, contractors and other community members associated with the College;
- Be responsive to stakeholders and customers resolving any issues or requests in an appropriate manner;
- Communicate effectively – update stakeholders on progress and maintain strong phone, email, personal or other communication with them;
- Customer care - take the time to understand stakeholder needs and requirements and work hard to meet them.

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### Business Planning and Alignment

- Have a clear plan of individual work responsibilities and delivery expectations for the next period (i.e. annual or business cycle);
- Seek to understand how individual tasks and role contributes to the success of the greater team.

### 3. Service Delivery

#### Operational Planning and Execution

- Accountable for resources, budgets or assets as delegated to position by the Warden;
- Proactively contribute to collaborative decision making and facilitating a professional working environment.

#### Risk Management

- Identify, report and where possible, rectify, workplace health and safety concerns within work area, alerting other relevant parties to those in their workplace;
- Manage compliance and risk within area of responsibility, fulfilling any mandatory/professional auditing and/ or competency requirements as requested.

#### Continuous Improvement

- Strive to ensure client satisfaction, proactively monitoring satisfaction levels and welcoming feedback as an opportunity to address deficits and lift performance, work and behaviour;
- Seek opportunities to improve business processes within the College in conjunction with senior staff.

**SIGNED:**

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**DATE:**

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