

Position Description

POSITION	: Team Leader – Statutory Property
REPORTS TO	: Property and Facilities Manager
LOCATION	: Alexandra

Purpose

To develop, lead, and mentor the Statutory Property Team.

To ensure that Council's portfolio of leases and licences are managed effectively and efficiently.

To manage property acquisitions and disposals, road stoppings and legalisations, and other processes associated with Council owned or administered property in accordance with the Reserves Act, Local Government Act, and Public Works Act.

To provide solutions for the purpose of solving complex property problems, and to assist with strategic planning and decision making related to Council owned or administered property.

Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.




**Me manaaki tētahi ki tētahi, me
pakihiwitahi te tū – kia haere tahi ai tātou**

Respect each other, stand shoulder to shoulder – so that we may travel on this journey together

Principle Duties and Responsibilities

Property:

- To plan and oversee the daily operations of the Statutory Property Team and to undertake regular 1 to 1 meetings with direct reports.
- To provide direction to the Statutory Property Officer to enable:
 - Applications for new leases and licences be received, processed, and

- granted in accordance with Council Policies and Plans, and the relevant legislation.
- Process applications for Council permissions, consents, and approvals as a property owner.
 - Receive and process applications for easements over Council owned or administered land.
- To supervise and review the management of Council's portfolio of commercial, grazing, horticultural, community, sporting, and other various leases and licences.
 - To receive Affected Party Approvals/Notices (on behalf of Council as landowner) associated with external resource consent applications and to liaise with the relevant Council business unit(s) to respond to the notice.
 - To receive and manage the processing of Road Stopping and Legalisation applications, including:
 - Initial assessment of the application.
 - Presenting the initial application to the Roothing Team for approval.
 - Preparing and presenting reports with recommendations to the appropriate Community Board, Council Committee or Council.
 - Attendance at the meeting to which the report is directed.
 - Implementing the stopping or legalisation in accordance with the Local Government Act 1974 or Public Works Act 1981, as appropriate.
 - Liaising with the various external consultants to bring the stopping or legalisation to completion.
 - Managing the payment and recovery of all invoices and costs associated with the application.
 - To negotiate complex deals for the purpose of acquiring land, or rights over land, to enable the construction or operation of public works by:
 - Liaising with the relevant Business Unit to clarify the property or rights required.
 - Negotiating the acquisition of the property or rights with the landowner.
 - Researching the status of the property of the rights required.
 - Preparing and presenting reports with recommendations to the appropriate Community Board, Council Committee or Council.
 - Attendance at the meeting to which the report is directed.
 - Implement the acquisition in accordance with the provisions of the Public Works Act 1981.
 - To manage the disposal of land, or surrendering of rights over land, which is held but no longer required for public works by:
 - Researching the status of the property and/or rights and verifying the process by which it was obtained and may be disposed.
 - Preparing and presenting reports with recommendations to the

- appropriate Community Board, Council Committee or Council
 - Attendance at the meeting to which the report is directed
 - Implementing the disposal in accordance with the applicable legislation.
- To receive and process applications for easements over Council owned or administered land by:
 - Assessing the initial application
 - Presenting the initial application to the relevant Business Unit for approval
 - Preparing and presenting reports with recommendations to the appropriate Community Board, Council Committee or Council
 - Attendance at the meeting to which the report is directed
 - Arranging of implementation under the Local Government Act 1974 or Public Works Act 1981, as appropriate.
- To manage the disposal of “abandoned land” in accordance with the provisions of the Rating Act 2002.
- To manage the classification/reclassification, vesting, and revoking of reservations under the Reserves Act 1977.
- To establish and maintain effective relationships with Council’s lawyers, contractors, and consultants, for the purpose of managing and advising on works, projects, and other property matters.
- Preparation of reports regarding property matters to Community Boards and Committees of Council as delegated.
- Assist the Property Team with the preparation of annual estimates and the monitoring of revenue and expenditure associated with the cost centres delegated to the Officer.
- Assist the Property and Facilities Manager in the preparation of annual estimates, Long Term Plan (LTP) and monitoring of expenditure and revenue for Council’s cost centres associated with the work in this job description.
- Working with other teams and departments to improve the knowledge and processes regarding building applications
- Undertaking other legal processes as may be required from time to time.
- Other duties as are required by Property and Facilities Manager.

General:

- To provide technical support and strategic direction to the Property and Facilities Team and the wider organisation.
- Have a strong customer focus to build customer relationships, both internal and external.

Key Result Areas

Key result areas have been identified to assist in formulating performance objectives. The duties of the position are being carried out to a satisfactory standard when:

- Council's portfolio of commercial, grazing, horticultural, community, sporting, and other various leases and licences are renewed and reviewed in a timely manner and in accordance with lease/licence provisions.
- Road stoppings and disposals are processed in accordance with Council's Policy and statutory requirements.
- Acquisition of land is in accordance with statutory requirements and good business practice.
- "Abandoned land" is disposed of in a timely and efficient manner.
- Tasks and project work are completed in a timely and efficient manner.
- Day-to-day enquiries are handled in a timely manner.
- Good liaison with other Council teams is demonstrated.
- Reports that are requested are prepared to an acceptable standard and within the required timeframe. Information for Council's Annual Plan, Long Term Plan and Asset Management Plan is efficiently prepared and collated within required timeframe.
- Useful and timely input is provided into Council's property and facilities tactical and strategic planning.
- Staff are supported and developed, and staffing matters are discussed with the Property and Facilities Manager.

Delegations

Makes decisions within the authority delegated by the Property and Facilities Manager.

Personal Qualities and Qualifications

Experience/Knowledge

- Ability to read and interpret legislation
- Experience in a property related field
- An understanding of land tenure and status
- Local government knowledge
- Experience and competence with Microsoft word, excel and outlook
- Good administration skills
- Experience as a non-accountant in working with a finance system for the purpose of producing purchaser orders and confirming work for payment
- Legal executive of law related courses of assistance but not mandatory

Specific Skills

- Public relations

- Analytical
- Excellent written and oral communication skills
- Time management/organisational
- Good interpersonal skills
- Confidentiality
- Drivers Licence

Personal Qualities

- Initiative
- Self confidence
- Ability to express ideas clearly
- Ability to work unsupervised
- Well-presented professional image
- Honesty and integrity
- Conscientiousness
- Patience and tact
- Supportive
- Ability to promote the desired image of the Central Otago District Council through good public relations

Relationships

External

The public
Consultants
Lessees/Licensees

Internal

Chief Executive Officer
Group Manager – Planning and Infrastructure
Property and facilities Manager
Property and Facilities Officers
Elected Members
Other staff