

# Job description

<b>Title</b>	Lease Specialist
<b>Number</b>	
<b>Group</b>	Property
<b>Division</b>	Chief Financial Office
<b>Reports to</b>	Rich Graham
<b>Direct reports</b>	No
<b>Date</b>	19/12/2025

## Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Matauranga Māori and our partnership with tangata whenua.

## Job purpose

The primary purpose of this role is to support, manage and advise on a portfolio of properties in a professional, cost-effective and accurate manner, while maintaining key stakeholder relationships and meeting the strategic and long-term needs of Council

## Key outcomes

<b>The Property Management Team is held accountable for delivering outcomes that better the community.</b>	<ul style="list-style-type: none"> <li>• Support Property Specialist to manage a portfolio of Property Agreements. This will include, but not be limited to, prepare, negotiate, vary, renew and terminate legal agreements to ensure property agreements within your portfolio are current; meet relevant current legislation and reflect Councils strategies and policies.</li> <li>• Review and answer queries on lease management in relation to risks, community needs, projects, future TCC planning needs and</li> </ul>
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	customer enquires from Public, internal and external stakeholders
<b>Portfolio Management is delivered in a consistent, accurate and efficient way.</b>	<ul style="list-style-type: none"> <li>Support and advise on and implement areas within portfolio for growth, development and process improvements and work with the organization to implement improvements where needed.</li> <li>Ensure an accurate record of assets is maintained, using the Council approved asset management and document management system.</li> </ul>
<b>Financial responsibilities are performed in a timely manner while following TCC processes and guidelines.</b>	<ul style="list-style-type: none"> <li>Monitor portfolio income and follow up on arrears, reviewing legal action when required, may include attending tenancy tribunal hearings.</li> <li>Prepare and support the completion of an annual comparative market analysis of rents for your assigned portfolio, Negotiating and implementing increases where permitted under the terms of the agreement.</li> <li>Support the preparation of budgets for annual and long-term plans, using information such as historical spending, forecasts from the asset management system and the tenancy schedule.</li> </ul>
<b>Proactively develop good working relationships with internal and external stakeholders.</b>	<ul style="list-style-type: none"> <li>Act as the primary point of contact for tenants and users of your assigned portfolio, including general enquiries, complaints, feedback etc. Process public and staff enquiries, ensuring an accurate record is kept of such communication.</li> <li>Ask for support and guidance when needed. Have a growth mindset to increase knowledge relating to Property Management.</li> <li>Build and maintain internal and external customer relationships to ensure wider TCC strategic needs and support TCC projects.</li> </ul>

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

## Person specifications

### Essential

- Tertiary qualification in Property, Law, Business, Project Management or equivalent level of learning through experience.

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- 3+ years' experience in commercial property management or legal administration, including lease project management, and administration. Capabilities, specifics, knowledge required for the role.

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## Our values

### **Pono / Integrity**

We do what we say we will do

### **Manaakitanga / Respect**

We listen to all views and show we care

### **Whāia te tika / Service**

We do the right thing for our community  
and each other

### **Whanaungatanga / Collaboration**

We work together and create connections