



TaurangaCity

Job description

Title	Manager Property
Number	[Position number]
Group	Chief Operating and Financial Officer
Division	Commercial
Reports to	Head of Commercial
Direct reports	Team Leader Council Property & Leasing, Team Leader Facilities Maintenance, Team Leader Strategic & Commercial Property
Date	14/07/2025

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

Job purpose

The primary purpose of this role is to provide strategic leadership and oversight of Council's diverse property portfolio. The role has a focus on financial stewardship, maximising revenue, and long-term asset value. This role ensures the effective delivery of services across three key areas: Facilities management, strategic and commercial property development, and property leasing. The Property Manager leads and supports Team Leaders to performance and value of Council's property assets, driving commercial returns, identifying opportunities for growth and efficiency, and ensuring resources are managed responsibly. Leveraging industry best practices and market insights, this role plays a critical part in enhancing revenue generation, supporting sound investment decisions, and achieving Council's strategic financial and community objectives.

Key outcomes

Maximising property value and revenue	<ul style="list-style-type: none">• Council's property assets are optimised for their highest and best use, aligning with long-term strategic goals and community outcomes.• Strategies are developed and implemented to maximise revenue generation and unlock the full value of Council's real estate portfolio.
--	---

Here to make Tauranga better

WHANAKE TE TAI

	<ul style="list-style-type: none"> • Sound commercial judgement is consistently applied to leasing and negotiations, ensuring favourable, financially sustainable outcomes. • Property investment decisions are informed by market insights, robust analysis, and a focus on delivering strong financial and social returns.
Strategic leasing and portfolio management	<ul style="list-style-type: none"> • Leasing agreements are negotiated with strategic insight, balancing commercial imperatives with community needs, risk management, and compliance with all relevant legislation and regulatory requirements. • The leasing portfolio is actively managed using up-to-date industry knowledge, ensuring optimal occupancy, rent performance, and tenant satisfaction. • Comprehensive, timely, and insightful property reports and recommendations are delivered to support informed decision-making and drive portfolio performance.
Our assets and facilities are well managed and maintained	<ul style="list-style-type: none"> • Council's facilities and property assets are professionally managed and maintained, supporting operational efficiency and long-term sustainability. • Asset management plans are proactively developed and implemented in collaboration with relevant planning teams. • Facilities-related risks are identified and mitigated through effective planning, reporting, and operational controls. • Procurement and contract management processes meet legislative and Council standards, with financial performance regularly reviewed and optimised.
Strategic property development and divestment	<ul style="list-style-type: none"> • A clear, proactive property acquisition and divestment programme is developed and delivered to support Council's housing, commercial, and community goals. • Underperforming or non-strategic assets are regularly reviewed, repurposed, or divested to optimise portfolio value and support financial sustainability.

	<ul style="list-style-type: none"> • Strategic property projects are well-researched, approved, communicated, and implemented with robust governance and stakeholder engagement.
--	---

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
<ul style="list-style-type: none"> • Bachelor's degree in Property Management, Real Estate, Business Administration, Engineering, Facilities Management or Program & Project Management degree or a related field • Significant experience working at senior levels as an Asset Manager or Project Manager, in a property/asset management environment, managing diverse property types/projects. • Exceptional communication and interpersonal skills. • Ability to deliver exceptional customer experiences and manage stakeholder relationships effectively.

Here to make Tauranga better



WHANAKE TE TAI

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