



**Tauranga**City

## Job description

|                       |                                            |
|-----------------------|--------------------------------------------|
| <b>Title</b>          | Strategic Property Advisor                 |
| <b>Number</b>         |                                            |
| <b>Group</b>          | COFO – Chief Operating & Financial Officer |
| <b>Division</b>       | General Counsel                            |
| <b>Reports to</b>     | Team Leader: Property Legal                |
| <b>Direct reports</b> | N/A                                        |
| <b>Date</b>           | July 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, Mātauranga Māori and our partnership with tangata whenua.

### Job purpose

The primary purpose of this role is to deliver professional property advisory and transactional legal services (including leasing, licensing, property investigation and strategic property advice regarding current and potential Council property interests), to enable delivery of key infrastructure requirements, optimization of Council property and development opportunities and facilitating great places for our communities.

### Key outcomes

|                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b>Strategic Property Advice is expert, timely and trusted.</b> | <ul style="list-style-type: none"><li>• Deliver strategic, professional and timely advice. This will include investigating and identifying land needed to support growth or other Council/community needs.</li><li>• Lead and provide advice on strategic property / development projects, drawing on expertise and input from other Council teams.</li><li>• Facilitate Council's property acquisitions programme and the disposal of Council property.</li><li>• Lead and deliver the presentation of complex, high-profile or politically sensitive strategic property matters</li></ul> |
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WHANAKE TE TAI

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|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                 | <p>to Council or Committee meetings and workshops and/or to Council's Executive team.</p> <ul style="list-style-type: none"> <li>• Facilitate the early involvement of Strategic Property Team in Council projects and development/property-related decisions, including informing site / route selection, engagement, and acquisition and disposal strategies.</li> <li>• Facilitate resolution of complex and contentious property issues.</li> </ul>                                                                                                                                                                     |
| <p><b>The Strategic Property Team cultivates relationships that are trusted, sustainable and effective.</b></p> | <ul style="list-style-type: none"> <li>• Design and lead community engagement on strategic property-related projects and support such engagement on other projects on which we collaborate with colleagues and other parties.</li> <li>• Maintain positive and productive relationships with internal colleagues to regularly inform and report on current projects, progress and issues (in lead or support role)</li> <li>• Maintain strong professional relationships with key contacts including Tangata Whenua, property owners, property developers, Priority One, private sector and other professionals.</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                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <ul style="list-style-type: none"> <li>• Bachelor of Laws degree.</li> <li>• At least 5 years' experience working in a property advisory and/or transactional legal services type of role.</li> <li>• Sound understanding of and experience in matters involving the Public Works Act, Resource Management Act, Reserves Act, Local Government Act, Building Act and other relevant legislation.</li> </ul> |

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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