



Job description

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| Title | Team Leader Council Property and Leasing |
| Number | |
| Group | Community Services |
| Division | Spaces and Places |
| Reports to | Manager Strategic Planning and Partnerships |
| Direct reports | 9 |
| Date | |

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 ensure the highest and best use of Council real estate, maximising existing revenue generation and delivering exceptional customer service and great community outcomes. The Team Leader Council Property & Leasing will leverage industry best practices, current market trends, and effective negotiation strategies to enhance portfolio performance and achieve council objectives.

Key outcomes

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| Tauranga City Council's property assets have the highest and best use. | <ul style="list-style-type: none">• Ensure highest and best use of Council assets, aligning with Council's medium to long-term goals and community needs.• Develop and implement strategies to maximise revenue generation from Council properties.• Understands Council's strategic approach to property management and implements the best advice from across the organisation to support the leasing portfolio. |
| Sound commercial judgement is used for leasing and negotiating. | <ul style="list-style-type: none">• Negotiate leasing agreements on behalf of Council as both tenant and landlord, ensuring favourable terms for the Council.• Utilise effective negotiation levers to achieve optimal lease arrangements. |

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| | <ul style="list-style-type: none"> • Stay up to date on the latest leasing trends and best practices to ensure competitive positioning. • Exercise sound commercial judgment, assessing practical risks and ensuring that details do not hinder the progress of deals. • Balance the need for thorough analysis with the ability to move transactions forward efficiently and effectively. |
| Comprehensive leasing and property reports and expert recommendations. | <ul style="list-style-type: none"> • Develop comprehensive and timely reports on portfolio performance, leasing activities, and market trends. • Provide clear and actionable insights, based on data analysis, to the Manager Spaces & Places and relevant asset owner based on data analysis. • Ensure timely execution of all property management activities, including lease renewals, rent reviews, and working with effectively with the delivery teams. • Implement best practices in property management to enhance operational efficiency and effectiveness. |
| Excellent customer service and effective stakeholder management. | <ul style="list-style-type: none"> • Deliver exceptional customer service to tenants and stakeholders, ensuring high levels of satisfaction and engagement. • Respond to asset owner instructions in a timely and professional manner. • Address and resolve any issues or concerns in a timely and professional manner. • Build and maintain strong relationships with key stakeholders, including tenants, asset owners, and community representatives. • Collaborate with other council activities to ensure cohesive and integrated property management strategies. |

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

- Bachelor's degree in Property Management, Real Estate, Business Administration, or a related field.
- Proven experience in strategic property management, preferably within a council or government setting.
- Strong negotiation skills with a track record of successful lease agreements.
- Excellent understanding of property metrics and market trends in Tauranga.
- Demonstrated ability to develop and provide strategic property advice.
- Proficiency in property management software and dashboard reporting tools.
- Exceptional communication and interpersonal skills.
- Ability to deliver exceptional customer experiences and manage stakeholder relationships effectively.

Core Competencies

- Strategic Thinking
- Financial Acumen
- Negotiation Skills
- Data Analysis and Reporting
- Customer Focus
- Relationship Management
- Operational Excellence
- Problem Solving

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