

TE WHAKAATURAKA MAHI / JOB DESCRIPTION

Position Title *Te tūraka mahi* : Campus Services and Facilities Team Leader **Area** *Te Tari*: Campus Services
Reports to (title) *Ka whakaratatia e*: Regional Property Manager **SP10 placement**: F Band

Primary purpose *Te take matua*

To work in partnership with the organisation using a proactive approach, supporting and coaching in line with Otago Polytechnic and Te Pūkenga's strategic goals and objectives.

This role will lead and manage the Otago Campus Services team and function ensuring the delivery of high quality property services. The Team Leader is responsible for the prioritization and co-ordination of the workflow activities in respect of planned and reactive maintenance activities, including trades maintenance and administration activities.

Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

In order of importance, state the major responsibilities / accountabilities of the position and what is achieved.

Key responsibilities / accountabilities <i>Ko ngā takohaka matua / ko kā kaweka matua</i>	Outcome Kā hua
Operational Leadership	<ul style="list-style-type: none"> • Ensure the smooth running of campus operations and facilities management in Dunedin and have input to assist Central Campus • Team is supported to schedule, coordinate and communicate jobs with each other and customers • All work is completed to a high standard and within required timeframes • A culture of best practice, sustainable practice, innovation and customer responsiveness is role modelled and supported • Regional Property Manager is kept up to date on work and staff matters • Report compliance and progress against the planned objectives to Leader throughout the year • Management plans are developed and maintained for known work hazards • Follow up and resolution of customer feedback issues • Continuous improvement practices are explored and implemented • Ensure functionality of Asset Management & BMS software is appropriate to support all Otago Polytechnic's needs • Ensure staff are using system in a fully effective way to maximise efficiency of trades team • Provide oversight of on-shift safety, security, and risk management practices, by ensuring that all risks and issues are identified and communicated. • Lead risk management for your team, ensuring hazards are identified and effective controls are put in place • All incident and accidents are reported, and appropriate investigations are supported in conjunction with Safety and Wellbeing • Manage and co-ordinate preventive maintenance schedules and work relating to this

	<ul style="list-style-type: none"> Financial input into budgets and also day to day management of codes relating to trades/project areas Management of all contractors engaged in Otago Polytechnic Campus work, monitor standard and sign off on all contractors work Manage and oversee the permit to work process for contracts on regional sites, ensure teams are aware of and compliance with wellbeing and safety requirements including induction of contractors, and managing and implementing wellbeing and safety policy for site contractors. Ensure wellbeing and safety and security policies and procedures are understood, followed, and implemented by all kaimahi. Work cooperatively across the regional property team ensuring consistency and alignment
Leadership	<p>Provide effective values-based leadership to, and management of, the Team by:</p> <ul style="list-style-type: none"> All new staff receive appropriate orientation within expected timeframes Monitoring practice and reinforcing role responsibilities and practice expectations through direct observation Ensuring accurate documentation and administration Ensuring Otago Property Team kaimahi receive performance and development feedback and coaching to assist professional development, strengthen on-job performance and ensure training needs are identified and addressed Ensuring practice or performance issues are identified and appropriate action plans are put in place to remedy issues Ensuring that there are arrangements in place to provide for the provision of individual supervision as required by professional bodies.
Project Management	<ul style="list-style-type: none"> Work with Regional Property Manager on any project works as required including advise and appropriate alternatives. Management of external contractors on projects as required
Observe principles and practices of Equal Employment Opportunity and Diversity	<ul style="list-style-type: none"> Fair treatment in the workplace is delivered and observed
Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies	<ul style="list-style-type: none"> Achievement of a healthy and safe work and learning environment New and existing hazards will be pro-actively identified and managed Incidents, accidents and occupational illnesses immediately reported Safe work methods will be adhered to including the use of Personal Protective Equipment
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	<ul style="list-style-type: none"> Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business. Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7 Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. Dropbox)
Demonstrate Te Pūkenga's Values on a daily basis	<ul style="list-style-type: none"> Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes Values of Manawa Ora Manawa Roa Manawa Nui are demonstrated at all time Manawa nui – We reach out and welcome in Manawa roa – We learn and achieve together Manawa ora – We strengthen and grow the whole person

Inherent Requirements:

Inherent requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job
- Meet the productivity and quality requirements of the position
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

Key working relationships *Kā honoka mahi matua*

Key working relationships <i>Kā honoka mahi matua</i>	Nature and purpose of contact <i>Te āhua me te take o te honoka</i>
Service providers, suppliers and contractors, external property networks, government agencies	Source information, pricing and product information as required. Engage, instruct and oversee contractors as required.
Regional and National leadership, Finance Leadership and teams, all kaimahi	Provide strategic and operational advice (both ways). Provide assistance and seek instruction on a wide range of matters.
Campus Services Team	Collegial support and advice, peer discussion in a self-managing team environment.
All staff	Provide support, advice and communication on a range of Campus Services related activities

Decision making authority *Kā rakatirataka whakatauka*

Decisions expected <i>Kā whakatauka tūmanako</i>	Recommendations expected <i>Kā taunaki tūmanako</i>
Resolution of tactical customer issues that are of a day to day nature	Recommendations are made for enhanced staff experience and service improvement potential.
Prioritisation of work load and portfolio to bring about maximum organization benefit	Priorities determined

Position dimensions *Kā āhuataka tūraka*

List the relevant financial and staffing dimensions for which this position is accountable.

- **Sales/revenue:** Nil
- **Budget:** to be determined
- **Number of employees reporting directly:** 12

Selection Criteria – Knowledge & Skills *Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka*

Essential:

- Experience in leading property teams and disciplines
- Knowledge and experience in the building / property / facilities management industry
- Experience within the vocational education sector and understanding of RoVE.
- Excellent communication skills and proven ability in developing relationships across a business and the ability to influence at senior levels and a diverse range of stakeholders.

Selection Criteria – Education and Experience *Whakariteka Kōwhiritaka - kā kuraka me kā wheako*

Essential:

- Relevant tertiary qualification at Bachelor's level or equivalent experience
- Leadership experience

Desirable:

- Previous project management experience

Personal Attributes *Kā Āhuatanga Whaiaro*

- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi
- Facilitative and collaborative leadership style
- High level of professional and ethical conduct
- Effective time management skills
- Initiative, enthusiasm and a positive attitude
- Proven ability to work under pressure.
- Flexible, responsive and customer orientated manner

This position description outlines the key accountabilities/ responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.