

# Job Description

## Kaiwhakahaere Rawa Tauhokohoko

### Commercial Property Manager



**Rangitāne**

Te Rūnanga a Rangitāne o Wairau

#### Position Details

<b>Role</b>	Commercial Property Manager	<b>Position Type</b>	0.5 FTE
<b>Reports to</b>	General Manager	<b>Direct Reports</b>	Nil
<b>Location</b>	Blenheim	<b>Date</b>	11 March 2019

#### Rangitāne Overview

##### About Rangitāne

Te Rūnanga a Rangitāne o Wairau exists to protect and enhance the benefits derived from the settlement of our treaty claims, for future generations.

The Rūnanga is the mandated iwi authority for the South Island section of Rangitāne iwi providing management services and advocacy for our people, our environment, our commercial and customary fisheries, our claims settlements and discrete social services.

Fundamentally, we are here to uphold the mana of Rangitāne o Wairau.

#### Ngā Uaratanga (Our Values)

<b>Manaakitanga</b> <i>Kia tangata marae, kia manaaki tētahi i tētahi</i>	<b>Whanaungatanga</b> <i>Kia renarena te taukaea tangata, tātou, tātou!</i>	<b>Kotahitanga</b> <i>Kia mahi tahi, kia kauuananu tētahi ki tētahi</i>	<b>Kaitiakitanga</b> <i>Tiakina ā tātou taonga kei ngaro</i>	<b>Rangatiratanga</b> <i>Kia pono, kia ngākau māhaki, kia mana-ā-kī</i>
Upholding mana with hospitality, generosity and service	Valuing our relationships and ensuring a shared sense of belonging	Working together, respectfully, as one	Embracing our responsibility to protect, preserve and enhance our taonga	Leading with honour, humility and integrity

## Purpose of the Position

This critical leadership role is to ensure that Rangitāne House and other key properties leased by Rangitāne o Wairau deliver the financial returns expected in the annual business plan. The Commercial Property Manager will be responsible for the creation, execution, and measurement of a successful Property Management Plan (PMP) that focuses on ensuring that Rangitāne o Wairau comply with all regulated obligations and standards. Rangitāne o Wairau expect that each of these strategic properties are well maintained, updated and managed as necessary, and that all aspects of billing and accounts are taken care of in a timely manner.

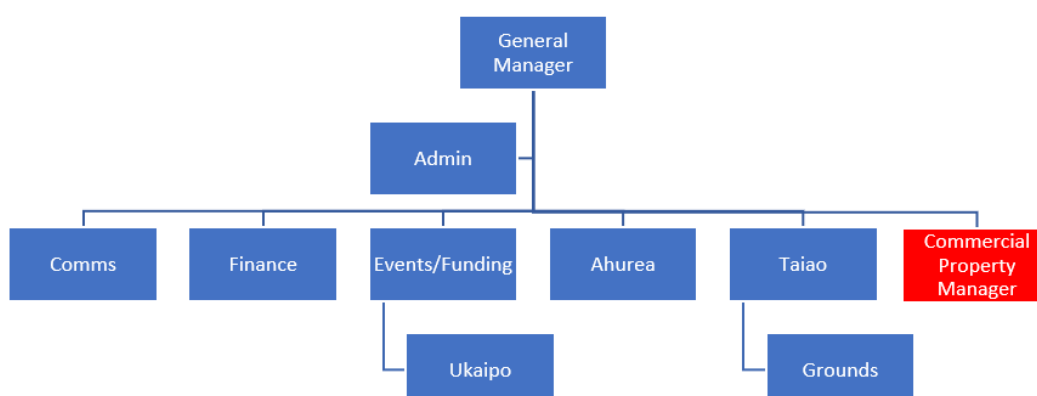
Day to day this role will focus on being the first point of contact for our valued tenants and service providers, overseeing renovation projects, maintenance and all repair work on Rangitāne House and other key properties.

This role will also be responsible for project managing specific property related projects as and when required.

## Key Relationships and Stakeholders

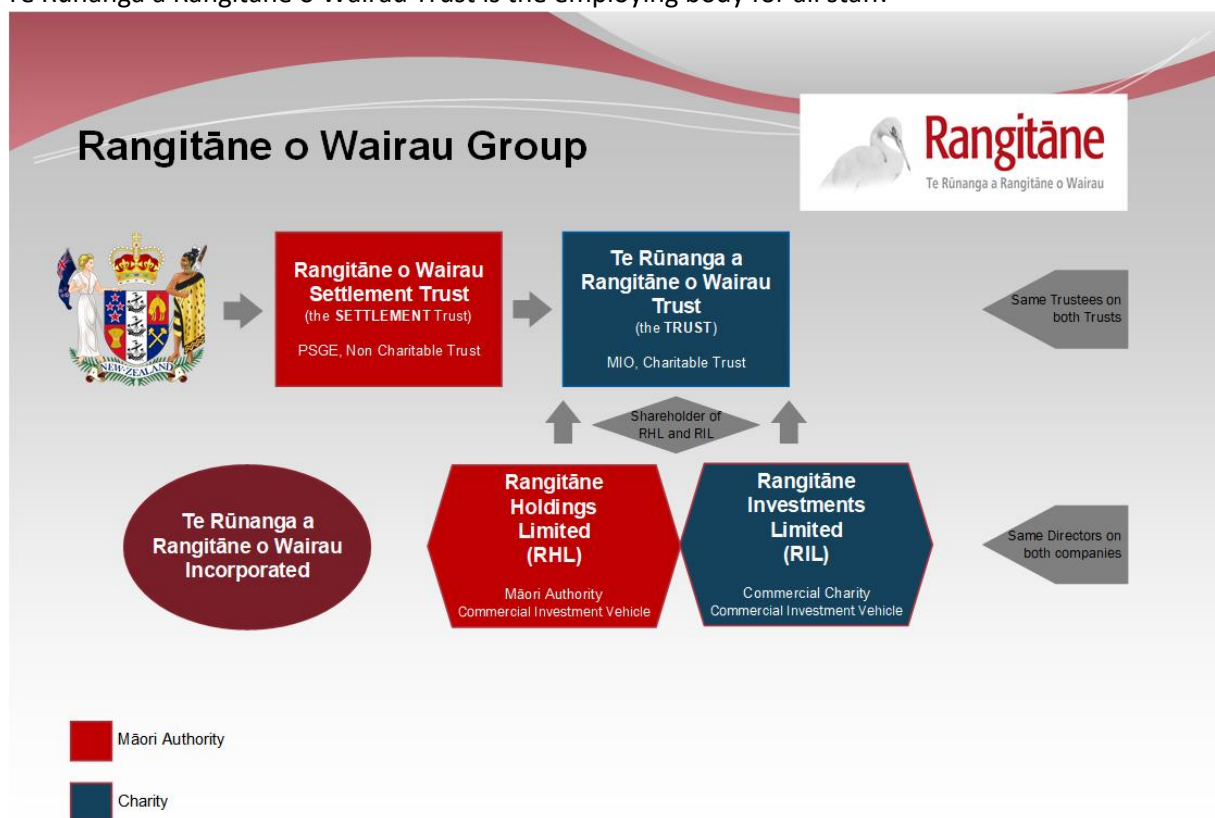
Internal	Nature of Relationship
General Manager	Reporting, Approvals and Support
Board of Directors – Rangitāne Investments Limited	Provision of support for property activities
External	Nature of Relationship
Property Tenants	Relationship Manager
Contractors	Tendering, negotiation, delivery and quality
Local Government and Government Agencies	Opportunities and negotiation, meet legislative requirements.
Real estate Agents	Opportunities and negotiation

## Intra-organisational relationships



## Organisational Structure

Te Rūnanga a Rangitāne o Wairau Trust is the employing body for all staff.



## Scope

**Iwi registered members:** 3,000

**Direct reports:** Nil

**Current asset base:** \$60m

**Trading revenue:** \$2.3m

**Property details attached**

## Reporting

- Provide timely and effective advice to the General Manager, and the Board of Directors, internal Steering Committees on Property Management Plan (PMP) performance.
- Weekly meetings with General Manager and Accountant to discuss Property Management Plan (PMP) issues and areas for improvement.
- Undertake financial reporting, income and expenditure budgets and debt collection against annual and monthly performance plans.
- Work closely with the Accountant to ensure procedures are robust.
- Prepare monthly reports for Director meetings.
- Authorise creditors for payment
- Manage OPEX budgets and reconciliations
- Review banking for monthly rental reconciliations
- Assist with queries on property and building compliance.
- Assist and provide instructions with valuations for insurance, financial reporting and market purposes.

## Property Management

- Diarise and ensure rent reviews and renewals are undertaken as specified within leases.
- Ensure property and building compliance. Manage BWoF requirements.
- Provide engineer, consultant and trade support in the event of EQ events or emergencies at short notice.
- Protect Rangitāne o Wairau position and manage requests for access and easements for leased properties.
- Liaise with TLA and the Fire Service over compliance, code requirements and fire evacuations.
- Undertake title investigations.
- Review district plan changes and the implications of these, including statutory overlays and classifications.
- Manage local authority rate enquiries, rate valuations and the objection process when necessary.
- Act on access easements and notices from Councils.

## Tenant Management

- Liaise with tenants regularly and undertake site visits.
- Maintain a SharePoint folder of key correspondence between tenants and other contacts.
- Manage communications from tenants on general repairs and maintenance work requests. Manage and resolve complaints.
- Manage rent reviews, lease renewals and debtors.
- Process requests and enquiries to occupy Rangitāne property.

## Opportunities

- Review First Right of Refusal offers to purchase Crown Property.
- Investigate investment opportunities and provide financial analysis when required.
- Meet with Ministry of Education officials and other agencies on plans for leased properties.
- Liaise with and grow a network of Real Estate Agents, operators and developers to identify opportunities.

## Health and Safety

- Manage all Health and Safety risks associated with properties and tenants.
- Arrange for fire drills and BWoF inspections.
- Carry out regular H&S checks.
- Ensure tenancy agreements cover adequate provision for H&S to meet legislative requirements.
- Keep informed on new requirements and potential risks.
- Review H&S Plans for each creditor.

## Person Specifications

### Organisation skills

- Disciplined and professional negotiation skills
- Is well organised and able to meet challenging deadlines
- Displays the ability to undertake, prioritise and complete a range of tasks
- Receptive to new ideas; willing and able to adjust to changing demands and circumstances and prepared to undertake a range of tasks where appropriate.
- Identifies innovative approaches to work to increase efficiency and effectiveness.

### Intellectual and Analytical Management

- Makes recommendations and decisions on appropriate information.

### Professionalism

- Demonstrates honesty, integrity, commitment and loyalty in behaviour and work performance.
- Sets high standards of excellence and quality of performance in both self and others.
- Is forward-thinking and committed to seeking positive Rangitāne outcomes, pro-active approaches and innovative responses.

### External Relationship Building

- Builds and maintains positive and constructive working relationships externally.
- Achieves clear and effective two way communication with a wide range of people in all situations.
- Is respectful to the needs of Te Rūnanga a Rangitāne o Wairau and of its stakeholders.
- Clearly and courteously communicates the position of Te Rūnanga a Rangitāne o Wairau and maintains it when required, even when in conflict with stakeholder views.

### Professional Experience and Credibility

- Experience and competence in lease negotiation.
- A current driver's licence

### A tertiary qualification

- Tertiary qualified in Property or other relevant discipline is preferred.

### Team Relationships

- Fosters and exhibits a strong team spirit, as a manager and team member within the Management Team and the wider organisation.
- Leads by example.
- Experience working in a collaborative approach in cross functional environments.

### Strategy

- Demonstrated success in strategy development and execution.
- The ability to develop objectives, goals and actions in order to effectively deliver planned results.
- Identifies barriers to goal achievement and develops strategies to overcome them

### Kaupapa Maori

- A demonstrated knowledge of Iwi aspirations and able to take an intergenerational approach.
- Competent level of pronunciation of Te Reo Māori, well-versed in relevant tikanga.
- An understanding and respect of kaupapa Māori, te reo me ona tikanga, and relationships within te ao Māori – marae, whānau, hapū and iwi.
- An understanding of the Iwi and Māori organisational structure.
- Experience working with communities, iwi and Māori organisations.

### Communication Skills

- Encourages a culture of communication by demonstrating professional communication style.
- Chooses appropriate medium and uses language appropriate for the message and audience.
- Role models effective communication and information sharing.

### Results Orientated

- Able to deliver results by maximizing organizational effectiveness and sustainability.
- Monitors and evaluates implementation of action plans
- Ensures processes are in place to deliver services to agreed standards
- Measures outcomes to ensure objectives were achieved

Core Competencies	
<b>Ethics and Values</b>	Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times and acts in line with those values.
<b>Integrity and Trust</b>	Maintains a high level of personal and professional integrity.
<b>Drive for Results</b>	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results
<b>Self-Development</b>	Committed to ongoing personal and professional development.

## Rangitāne House Tenancy Schedule

Rangitāne House Tenancy	Total Area Size	Term	Current Term Start	Review Date	Review Type
1	60	3+2+1+[Rolling]Yrs	1/04/2018		
2	223.85	5+[3]+3Yrs	1/09/2017	1/09/2020	Market
3	324.47	[4]+3+3+3Yrs	1/03/2018	1/03/2021	CPI
4	18.5	[Rolling]	1/06/2014		
5	337.8	[5]+5Yrs	1/01/2015	1/01/2020	Market
6	391	6+[6]+6+6Yrs	1/08/2018	2/07/2021	CPI
7	283.7	[3]+3+3+3+3Yrs	1/10/2016	1/10/2019	Market
8	27	[Rolling]	20/12/2018		
9	36.66	[3]+3Yrs	11/02/2019		
10	80	1+1+3+[Rolling]Yrs	19/10/2017		
11	110	[3]+3+3Yrs	1/10/2016	1/10/2019	CPI
12	172	Rolling+Rolling+[2 Yrs5Mths0]+3Yrs+3Yrs+3Yrs	1/05/2017	1/10/2019	Market
13	30	[3]+3Yrs	1/10/2016	1/10/2019	Market
14	186	[5]+5+5Yrs	12/05/2014	12/05/2020	Market
15	1	6+[6]+6+6+6Yrs	1/01/2018	1/01/2021	CPI
16	244	[6]+3+3Yrs	1/09/2016	1/08/2019	CPI
17	18.9	[6]+3+3Yrs	7/11/2016	7/11/2019	CPI
18	88	3+3+[3]Yrs	31/08/2017		
19	25	[Rolling]	1/09/2007		
20	156	1+1+[1]+3Yrs	13/12/2018	1/12/2019	Market

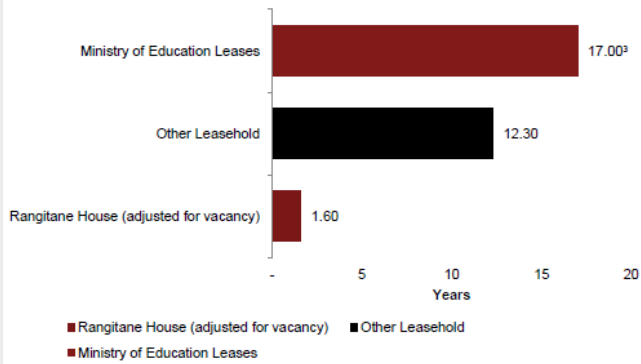
## Portfolio Dashboard

### Rangitane Investments Limited - Property Portfolio

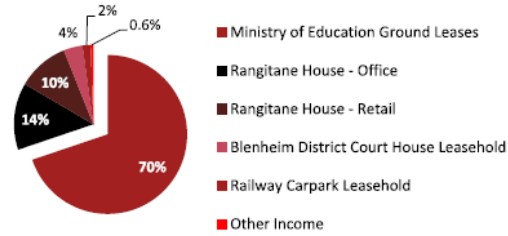
#### Return on Property Assets

Property Asset Base	\$26,665,000 <sup>1</sup>
Net Rental Income p.a	\$1,940,000 <sup>2</sup>
<b>Return on Property Assets</b>	<b>7.28% p.a</b>

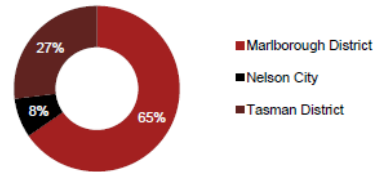
#### Weighted Average Lease Term - Summary



#### Proportion of Rental Income by category



#### Number of Sites by Territorial Authority

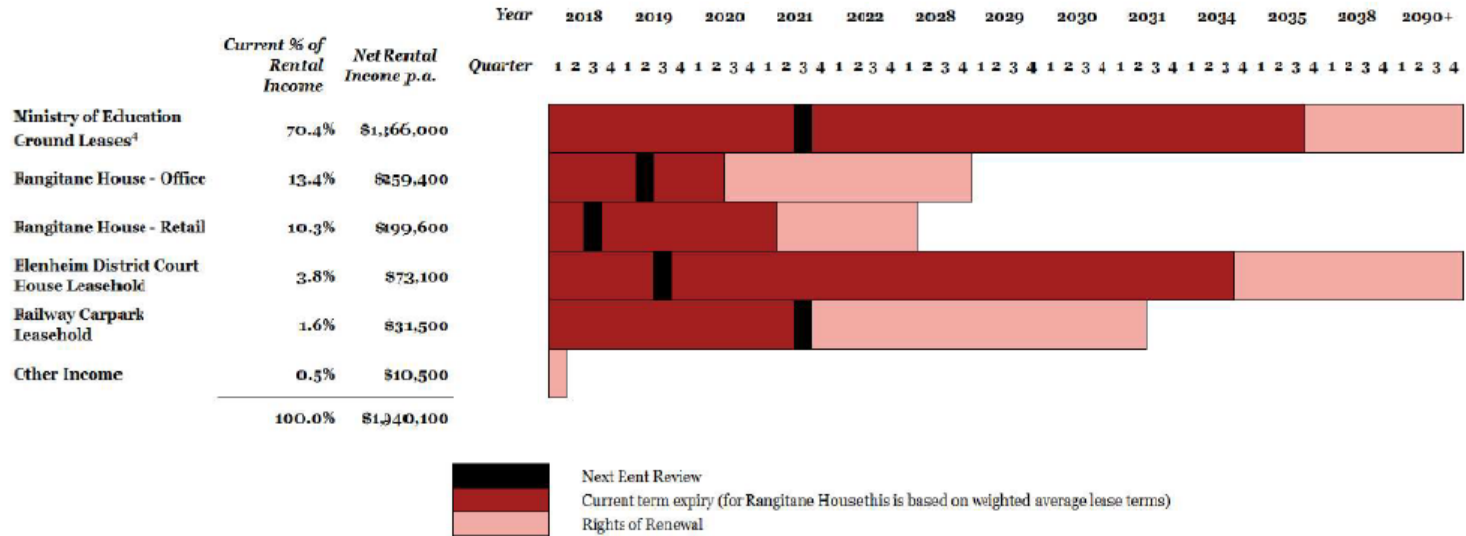


## 1 Property Portfolio



# Leases Overview – Key Dates

## Key Dates – Portfolio Lease Terms and Rent Reviews



## 2 Lease Overview