



POSITION DESCRIPTION

Position Title:	Property Advisor – 8/9 month fixed term contract
Organisation:	Electoral Commission
Location:	Wellington
Version Date:	June 2019
Reports to:	Senior Advisor – Corporate Services
Branch:	Corporate Services

Position Purpose

The Property Advisor is responsible for assisting the Senior Advisor Corporate Services with the sourcing of suitable properties to be used as Electorate Headquarters for the 2020 General Election. This position requires the Property Advisor to negotiate short term leases and any other fit outs as needed by the Electoral Commission. The Property Advisor may be required to visit properties as needed around New Zealand.

Electoral Commission – Te Kaitiaki Take Kōwhiri

Who we are:

We are an independent Crown entity who works with and through communities to inform, engage and educate New Zealanders about the value of taking part in the electoral system.

Our objective under the Electoral Act 1993 is to administer the electoral system impartially, efficiently and effectively, and in a way that:

- a) Facilitates participation in parliamentary democracy; and
- b) Promotes understanding of the electoral system; and
- c) Maintains confidence in the administration of the electoral system.

Our vision:

New Zealanders trust, value and take part in parliamentary elections.

Strategic mission:

New Zealanders trust, value and take part in parliamentary elections

The Commission wants New Zealanders to understand their electoral system, to have trust and confidence in our administration of their electoral laws, to find enrolling and voting easy, and to value and exercise their right to vote.

Our contribution:

New Zealanders will trust, and are more likely to value and take part in parliamentary elections if we:

- Act impartially, professionally and in accordance with the law
- Make participation easy
- Deliver timely and accurate results
- Are open to public, judicial and parliamentary scrutiny
- Continually improve our processes, procedures and service.

Dimensions of the position for which the incumbent is accountable:

Number of direct reports	None
Number of indirect reports	None
Operating budget	None
Other [delegation levels]	None

Important Relationships:

Internal

- Chief Electoral Officer
- Electoral Commission Board
- Commission Managers and Staff, including permanent and temporary field staff.

External

- Members of the public
- Real Estate Agents
- Landlords
- Other public sector organisations
- Suppliers, consultants and contractors.

Accountabilities:

Accountability Area	Deliverables / Outcomes
Property Management	<ul style="list-style-type: none">• Liaising with Regional Managers, Regional Advisors and Electorate Managers:<ul style="list-style-type: none">○ Source suitable properties to be used as Electorate Headquarters for the 2020 General Election○ Negotiate short term leases and any possible fit out requirements with Real Estate Agents and/or landlords○ Ensure that all relevant approvals have been

	<ul style="list-style-type: none"> signed off by management ○ Provide guidance and updates on any property market trends, demographics and other information that affects the rental of properties ○ Maintain accurate lease data ○ Monitor and advise on lease obligations and compliance.
Team Effectiveness	<ul style="list-style-type: none"> ● Contribute to team effectiveness by offering value adding suggestions at meetings, providing learning feedback /comments and support to others which aim to improve team performance and assist other members of the team.
Relationship Management	<ul style="list-style-type: none"> ● Contribute to higher effectiveness levels for the Commission by identifying developing, and maintaining an appropriate network of contacts ● Ensure that business relationships are maintained at an agreed level by developing, implementing, and maintaining a quality oriented, timely, and service-focussed approach in work programmes and services provided ● Maintain high ethical standards of conduct.
Information Gathering and Analysis	<ul style="list-style-type: none"> ● Ensure a sound knowledge basis for future advice by monitoring training developments, reviewing literature, collecting data/information, and liaising with groups ● Contribute to the quality of team's operational advice and related efforts, by actively participating in policy and operational discussions, suggesting improvements in research and analysis methods, and assisting team members to achieve quality results.
Health and Safety	<ul style="list-style-type: none"> ● Take reasonable care for your own health and safety and that of others at work ● Complies with the Commission's health and safety policies and procedures. Take action to improve health and safety record of the workplace. Ensures equipment and work areas are well maintained ● Ensure timely and accurate reporting of any hazards and potential hazards so that they may be remedied

Person Specifications

Qualifications and technical skills:

- A relevant tertiary qualification and/or equivalent experience
- Highly effective planning and organisational skills, including time management and prioritising within a complex work environment
- High level of computer literacy

Experience and knowledge profile:

- Demonstrated knowledge and experience in property and lease management
- Good communications, problem solving and negotiations capabilities
- Excellent written and oral communications skills
- Ability to communicate and negotiate on all levels to influence suppliers, property managers and landlords
- Experience in developing and maintaining strong, effective internal and external stakeholder relationships
- Ability to analyse commercial and property situations and recommend solutions
- The person should be driven, resilient, engaging and have integrity

Key competencies required:

- **Analytical Skills:** Ability to identify issues and analyse information to make considered decisions. Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Teamwork:** The ability to quickly find common ground and solve problems for the good of all, representing his/her own interests and yet being fair to others in the group. The ability to solve problems with peers with a minimum of noise and is seen as a team player and cooperative easily gaining the trust and support of peers. Encourages collaboration and can be candid yet tactful with peers.
- **Good judgement:** Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Environment awareness:** Awareness of the economic, political, social and cultural context in which the individual and the Electoral Commission operate.
- **Communication:** The ability to express thoughts and ideas with clarity and present a consistent point of view both orally and in a written format.
- **Results Orientation:** The ability and desire to achieve effective results, and work towards or exceed an agreed goal.
- **Continuous Improvement:** The ability and desire to seek and use better ways of doing things (to improve one's personal and the Electoral Commission's performance).
- **Professional integrity:** The ability to act in a manner that conveys high personal and professional standards consistent with the principles of importance to the Commission and the State Sector. Develops and maintains trust and is seen to be someone who presents the unvarnished truth in an appropriate and helpful manner, keeping confidences, admitting mistakes and does not misrepresent him/herself for personal gain.
- **Commitment to EEO:** The ability to apply EEO principles in the workplace.