

KO TAKU REO

Deaf Education New Zealand

Job Description / Performance Agreement

NAME:

POSITION: Property & Asset Operations Coordinator

TENURE: Permanent, Full-time

RESPONSIBLE TO: Property and Asset Lead

DIRECT REPORTS: N/A

DIMENSIONS OF RESPONSIBILITY: Operations Co-ordinator
Professional Leadership
Professional Relationships and Values

DESCRIPTION: The Property & Asset Operations Co-ordinator is responsible for the coordination of property & assets across the organisation under the leadership of the Property and Asset Lead. Knowledge and experience in relation to coordination of property and assets, facilities coordination, leased fleet vehicles and the procurement and leasing of assets is desirable. This role requires a proven track record working within a complex, possibly social service environment, whilst bringing commercial acumen to the role.

SIGNED _____
Property & Asset Operations Co-ordinator

DATE _____

SIGNED _____
Director of Corporate Services

DATE _____

DIMENSIONS OF RESPONSIBILITY

Dimension One – Property and Asset Management

Property and Assets across the organisation is expertly managed, in support of the Property and Asset Lead.

| Criteria | Key Tasks/Indicators |
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| <p>The Property & Assets of the organisation are expertly managed.</p> | <ul style="list-style-type: none"> • Coordinates purchasing and servicing suppliers & contracts (including All of Government contracts), ensuring quality, availability and price effectiveness. • Coordinates information for inclusion in the 10YA property plan. • Coordinates the vehicle fleet (leased and owned) and maintains fleet management systems and mileage claims. • Ensures resources are well organised, utilised and maintained. • Ensures the security of buildings and assets. • Contributes to the maintenance of attractive environments and buildings. • Equipment, buildings, grounds and other assets are safe, accessible, well-maintained, current and secure. |
| <p>Reporting on progress for assigned tasks is timely and current, and accurately reflects Property & Asset matters.</p> | <ul style="list-style-type: none"> • Provides accurate information to the Property and Asset lead on all areas of operations, providing an accurate, detailed and concise picture reflecting the current state of the status of Property & Assets. • Ensures reports are current to support stakeholder decision making. • Ensures reports are reviewed by internal stakeholders in a timely manner, and are signed off by the appropriate persons. |

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| | <ul style="list-style-type: none"> • Flags and reports any risk or unpredicted changes to relevant persons. • Ensures the Property and Asset Lead has access to high quality, important and/or urgent information |
| <p>Support is provided on Property & Asset related matters to the Property and Asset Lead and team members, stakeholders, leaders and colleagues.</p> | <ul style="list-style-type: none"> • Supports the Property and Asset Lead in Property & Asset related matters, working in collaboration and providing expertise. • Responds promptly to any requests for information or confirmation of data, following appropriate authorisation. • Offers information guidance and/or assistance to colleagues on Property & Asset related matters. • Works with the wider Corporate services team ensuring they have the information necessary to complete their related work tasks. |
| <p>Formal and informal reviews of systems and processes are valuable and are conducted in a timely manner, to positively influence outcomes.</p> | <ul style="list-style-type: none"> • Reviews internal systems and processes to ensure they are in line with the needs of the organisation, best practice, current, efficient and effective. • Reviews and updates all systems around documentation and record keeping to ensure they are effective, and accurate information is held at all times. • Engages in informal review, identifying areas for improvement, suggesting changes, and making suggestions. • Maintains a formal regular review cycle. |
| <p>All systems, processes and tasks associated with Property & Assets are compliant and up to date and meet New Zealand and MOE standards and requirements.</p> | <ul style="list-style-type: none"> • Keeps information up-to-date of in all relevant Property and Asset management systems and processes, as determined by previous criteria. • Grows an understanding of the current Building Act. • Assists in monitoring of resources for the department, ensuring budget can be reported on accurately and variations are highlighted. |

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| | <ul style="list-style-type: none"> • Understands the legal requirements and restrictions around the sharing of private information, ensuring confidentiality is maintained. |
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Dimension Two – Professional Leadership

The Property & Asset Operations Co-ordinator works professionally, in alignment with the strategic direction and in a manner that improves learning for all ākongā.

| Criteria | Key Tasks/Indicators |
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| Professional relationships throughout the organisation are effective, functional and based on integrity and respect. | <ul style="list-style-type: none"> • Builds trusting relationships through active listening, caring for others, and demonstrating personal integrity. • Actively leads and participates in professional learning. • Manages the delicate balance between supporting and challenging others. • Encourages and participates in professional conversations that help to share expertise and strategies. • Encourages and gives feedback to direct reports, including through formal appraisal. • Ensures direct reports are supported, and feel supported, in their roles. |
| All departments, teams and individuals within the organisation support the strategic direction to align practice with the best interests of learners, staff and the community. | <ul style="list-style-type: none"> • Supports and follows the mission, vision and strategic direction of the organisation. • Works with the Property and Asset Lead to ensure Property & Asset tasks and deliverables align with the strategic direction of the organisation. • Works collaboratively with colleagues to embed the strategic direction into all areas of the organisation. • Supports direct reports to relate roles and tasks to the wider organisation's mission, vision and strategic direction. |

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| | <ul style="list-style-type: none"> • Reviews how personal and departmental practice aligns with the mission, vision and strategic direction, suggesting improvements and implementing change. |
| <p>Competence in relation to change management is evident throughout the organisation.</p> | <ul style="list-style-type: none"> • Adopts a philosophy that recognises the importance of ongoing innovation and change. • Assists in change implementation that is focussed on a smooth transition to lead to the adoption of new practices. • Contributes within areas of speciality to ensure that change is informed by best practice and communicated effectively. • Understands that change on a large scale invariably needs a team approach to leadership. • Shows ability to competently communicate the rationale for any change. • Monitors the impact of the change and adjusts when needed. |
| <p>A proactive approach to problem solving is adopted by leaders, as they take steps to work through problems to create solutions.</p> | <ul style="list-style-type: none"> • Adopts a philosophy that recognises the importance of ongoing innovation and change. • Assists in change implementation that is focussed on a smooth transition to lead to the adoption of new practices. • Contributes within areas of speciality to ensure that change is informed by best practice and communicated effectively. • Understands that change on a large scale invariably needs a team approach to leadership. • Shows ability to competently communicate the rationale for any change. • Monitors the impact of the change and adjusts when needed. |

Dimension Three – Professional Relationships and Values

Property & Asset Operations Co-Ordinator engage in appropriate professional relationships and demonstrate commitment to professional values.

| Criteria | Key Tasks/Indicators |
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| Professional and effective relationships are established at all levels throughout the organisation. | <ul style="list-style-type: none"> • Engages in ethical, respectful, positive and collaborative professional relationships with: <ul style="list-style-type: none"> • Ākonga • Teaching colleagues, support staff and other professionals • Whānau and other carers of ākonga • Agencies, external stakeholders, groups and individuals in the community • Fosters a climate of trust, modelling collegiality by working in partnership with other staff. • Relays relevant information to other staff in a clear and concise manner as needed. • Liaises appropriately and professionally with Ministry of Education (MOE) as appropriate to ensure outcomes reflect the needs of the organisation |
| There is commitment to promoting the wellbeing of all persons within Deaf Education Aotearoa New Zealand. | <ul style="list-style-type: none"> • Takes all reasonable steps to provide and maintain an environment that is physically, socially, culturally and emotionally safe. • Acknowledges and respects the languages, heritages and cultures of all. • Complies with relevant regulatory and statutory requirements. |
| There is respect and commitment to all heritages, languages and cultures within Deaf Education Aotearoa New Zealand. | <ul style="list-style-type: none"> • Demonstrates commitment to the bicultural partnership in Aotearoa and a commitment to understanding of Te Tiriti o Waitangi. • Develops understanding and use of tikanga and te reo Maori. • Has a good understanding (or is committed to developing an understanding) of Deaf Culture. |

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| | <ul style="list-style-type: none"> • Is committed to improving the use of NZSL throughout the organisation. |
| <p>Staff are committed to ongoing learning, engaging in both formal and informal professional learning and development in their professional practice.</p> | <ul style="list-style-type: none"> • Engages in the appraisal process, ensuring documentation is complete, self-reflection is engaged, and that there is progress towards and/or achievement of performance indicators. • Identifies professional learning goals in consultation with colleagues. • Identifies, initiatives and participates responsibly in professional learning opportunities within the learning community to advance personal professional knowledge and skills. • Commits to developing personal skills in the use of NZSL. |
| <p>Additional Responsibilities.</p> | <ul style="list-style-type: none"> • Is professional in their appearance and manner, positively representing themselves and the organisation to ensure positive perceptions from the internal and external community. • Performs additional duties in an efficient manner, to the required standard and within a negotiated timeframe. • Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported according to protocol. • Participate in any required emergency response or exercises to ensure that essential services are able to be maintained. |

Qualifications

Essential:

- Relevant Tertiary Qualification or equivalent related experience

Professional Competencies

Essential:

- Experience in the administration of Property & Assets
- Proficient in NZSL (or a willingness to learn)
- Skill in:
 - systems, implementation and reporting
 - organisation and time management
- Excellent interpersonal skills, diplomacy and communication skills
- Skill and competence in IT
- Ability to:
 - support change
 - see the big picture and work with details
 - take direction, act on instruction, communicating variations or timelines
 - build and sustain high trust relationships
 - anticipate problems and to be proactive in problem solving
 - work well under pressure and cope with changing priorities

Desirable:

- Knowledge and experience in managing leased fleet vehicles and the procurement leasing of assets

Personal Attributes

Essential:

- Leads the organisation's guiding principles of 'Grow, Excel, Choose and Belong'
- Is motivated to be part of the development of a world leading service for Deaf and Hard of Hearing learners and whānau
- Demonstrates principles of equity and access in action
- Optimises quality and efficiency in work
- Respects diversity
- Is self-motivated and self-directed, taking personal accountability for work
- Understands personal strengths and limitations
- Is innovative and creative
- Is friendly, positive and approachable
- Demonstrates initiative, energy and vitality