

Property Operations Specialist



Purpose

This role will support in the effective delivery of property services to the TSB network, working closely with the Property Operations Manager to ensuring all works undertaken are in line with standards, policy and procedures. The role will have the responsibility of front-line property service delivery, reactive and planned maintenance, and will ensure the Health, Safety, and Security is prioritised at all times.

Role dimensions

- **Reports to:** Property Operations Manager
- **Department:** Finance
- **Direct Reports:** NA

Person specifications

- Minimum 3+ years' experience in administrative or similar role, preferably in property, facilities or built environment
- Hold a current full New Zealand Car driving licence
- Demonstrated experience in operational excellence, planning, and stakeholder management.
- A working knowledge and understanding of Health & Safety requirements.
- A good level of physical fitness
- Ability to manage a wide range of duties and multiple stakeholders with competing priorities.
- Strong communication skills, both written and verbal, with the ability to build a rapport with a wide audience.

Role specific areas of responsibility

- Ensure TSB meets all required building, health, safety, and security standards to maintain a safe working environment for our people to undertake all aspects of their roles.
- Maintain accurate and up to date records for all work, providing ongoing visibility of work in progress.
- Ensure TSB is receiving value for money through all supplier, contractor and service expenditure, maintaining sound working relationships with key third-parties
- Manage on-site works as directed, providing ongoing stakeholder visibility and oversight to the Property Operations Manager.
- Support the Property Operations Manager to coordinate the management and maintenance of TSB's fleet of vehicles, supporting with any logistical requirements, to ensure vehicles are safe to operate at all times.
- Support the Property Operations Manager with the coordination of daily property activity, delivering effective responses to requests from the network and ensuring property processes and procedures are adhered to and optimised, including assisting with updating procedures, where required.
- Assist with managing and maintaining TSB's premises, including asset and lease support and reviews, and support with collating data and other necessary information required for insurance purposes access sites, vehicles and business interruption.
- Assist with maintaining property agreements, including updates to terms and conditions and ensuring regulatory requirements are understood and met by tenants

From time to time there may be additional activity not contained within this position description that the appointee is to complete in the interests of the role and their own personal development.

This position description provides a broad overview of responsibilities. The position description is a living document, and the Bank reserves the right to amend from time to time as required.