

## Position Description

### Project Manager- Property

#### Mission

We walk with people across the generations to create together places to live, learn and thrive. We call out injustice and advocate for positive social change.

#### POSITION PURPOSE AND PRIMARY OBJECTIVES

##### Purpose

This position is responsible for leading the planning and delivery of Presbyterian Support Otago's (PSO) new property developments, to support Presbyterian Support Otago's (PSO) strategic goals of growth and income generation.

It will provide leading practice planning, project management and quality stakeholder engagement to deliver multiple new property assets across Otago.

The portfolio of property development projects will span social housing, retirement villages and central service operations.

##### Primary Objectives

- To support the strategic ambitions of the organisation for a sustainable property portfolio.
- To build effective stakeholder engagement relationships both internally and externally.
- To plan and execute all phases of property development, from design to delivery and integration.
- To manage large complex build projects and associated workstreams productively.
- To drive all build projects to be completed to plan, and on time, on budget, and to quality – identifying, mitigating and managing risk.
- To strive for excellence, and commit to reflection and continuous improvement.

Accountability	Expected Outcomes / Key Performance Indicators
<b>Strategy Facilitation</b>	<ul style="list-style-type: none"> <li>• Support the strategic ambitions of the organisation for a sustainable property portfolio.</li> <li>• Champion new build projects as required.</li> <li>• Lead the successful registration process and attainment of approval as a Community Housing Provider (CHP).</li> <li>• Maintain ongoing compliance with the Community Housing Regulatory Authority performance standards and prepare for any future changes.</li> <li>• Ensure compliance with all relevant regulatory and Health and Safety legislation at all times.</li> </ul>
<b>Stakeholder Engagement &amp; Relationship Building</b>	<ul style="list-style-type: none"> <li>• Build effective relationships internally, and engage staff (at all levels of, and across the organisation) to ensure operational functionality and challenges are considered in all phases of development.</li> <li>• Build meaningful relationships with external partners — with external authorities, sister organisations, local government leaders, local business, and mana whenua.</li> <li>• Positively influence key stakeholders through credible data-driven negotiation.</li> <li>• Constantly maintain a clear and constructive dialogue with all engaged parties.</li> <li>• Ensure appropriate communication and reporting arrangements for the successful management of expectations, including scope, progress, and expenditure (current/projected).</li> <li>• Plan and prioritise, to meet related deadlines and promises in a timely manner.</li> <li>• Maintain regular contact visits with outlying project locations.</li> <li>• Act as PSO's principal link with project stakeholders and end users.</li> </ul>
<b>Scoping</b>	<ul style="list-style-type: none"> <li>• Support business sponsors to define the proposed project requirements and associated funding solutions, whilst assessing, mitigating and managing risk.</li> <li>• Develop and present robust business cases and project initiation documentation for approval.</li> <li>• Develop, implement and apply project management methodologies and frameworks suitable for PSO.</li> <li>• Proactively manage scope creep and document all change control.</li> </ul>

<b>Management &amp; Delivery</b>	<ul style="list-style-type: none"> <li>• Ensure strategic and operational needs of PSO are considered and factored into all phases of the new development's delivery.</li> <li>• Drive completion to agreed quality, time, budget and risk parameters. Project managing all approval sign-off activities.</li> <li>• Lead and manage all phases of property development in close liaison with advisors and other key stakeholders.</li> <li>• Prepare associated annual plans and track/control budget expenditure for all projects within the portfolio, escalating issues as appropriate.</li> <li>• Oversee the negotiation, approval, sale and purchase agreements for land transactions.</li> <li>• Facilitate the evaluative selection of contractor, consultant and engineer partners, and the associated contractual structures and agreements.</li> <li>• Prepare logistics plans for decanting and decommission, and for the commissioning (building and operational) of new facilities as necessary. Ensuring all requirements are in place for transition into business-as-usual property management operations.</li> <li>• Provide day to day monitoring of development activities; monitoring the progress of the work in terms of project objectives, and problem-solve any issues that arise.</li> <li>• Ensure effective communication and regular reporting to key stakeholders, management, executive and governance stakeholders.</li> </ul>
<b>Procurement</b>	<ul style="list-style-type: none"> <li>• Develop and implement the associated procurement strategy in conjunction with contractor, consultant and engineer partners.</li> <li>• Oversee the procurement of consultants, building contractors and furniture, fixtures, and equipment (solicitation, source selection, contract administration and contraction closure).</li> <li>• Manage external vendors at all stages of project delivery and in particular throughout the implementation and commissioning phases.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Focus at all times on cost efficiency and value for money.</li> <li>• Effectively manage allocated budgets.</li> <li>• Implement and conduct post-project and post-occupancy reviews.</li> <li>• Ensure the necessary documentation on completion of a project is provided e.g., as-built manuals and plans, guarantees, warranties, producer statements and Code Compliance Certificates, ensuring that they are accurate, meet PSO requirements and are provided in a timely manner.</li> <li>• Approve variations, progress claims and audit related expenditure.</li> </ul>
<b>Continuous improvement</b>	<ul style="list-style-type: none"> <li>• Strive for excellence, and commit to reflection and continuous improvement.</li> <li>• Seek opportunities for co-operation across the project portfolio.</li> </ul>

Expectations of all PSO Employees	
<b>Communications / Interpersonal relationships</b>	<ul style="list-style-type: none"> <li>• Positive and collegial relationships are developed and maintained.</li> <li>• Verbal and written communication is at a high standard, relevant and appropriate to the audience.</li> </ul>
<b>Performance development and learning</b>	<ul style="list-style-type: none"> <li>• Active engagement with personal development review process.</li> <li>• Personal and professional development goals and objectives are established.</li> <li>• Be responsible for own ongoing education and skills required in designated role.</li> </ul>
<b>Continuous improvement</b>	<ul style="list-style-type: none"> <li>• Striving for excellence, and committed to reflection and continuous improvement.</li> <li>• Identifying opportunities for co-operation and interdependency across groups and initiatives.</li> <li>• Proactively seek continuous improvement to services, work practices and/or workflow.</li> <li>• Undertake all other requests from your manager that are a reasonable expectation of this position.</li> </ul>
<b>Health and Safety</b> PSO is committed to achieving the highest level of health and safety for its staff and everyone has health and safety responsibilities.	<ul style="list-style-type: none"> <li>• All employees are expected to identify, report and where appropriate, resolve issues that may cause harm to themselves or others in the organisation.</li> <li>• You are expected to work safely and to actively participate in health and safety programmes in your work area.</li> <li>• All accidents or potential hazards must be reported to your direct line manager.</li> </ul>
<b>Te Tiriti O Waitangi / The Treaty of Waitangi</b> PSO is committed to its obligations under Te Tiriti o Waitangi / the Treaty of Waitangi.	<ul style="list-style-type: none"> <li>• As an employee you are required to give effect to the articles as well as the principles of Te Tiriti o Waitangi / the Treaty of Waitangi – Partnership, Participation and Protection.</li> <li>• Aiming to build stronger, more meaningful connections between the built environment, tangata and whenua.</li> </ul>
Relationships	
<b>Reports to:</b> Strategic Property Manager	<b>Direct Reports: (1+)</b> N/A
<b>Internal Relationships:</b> CEO Senior Leadership Team Residential Managers Family Works Managers Health & Safety Committee All staff Volunteers	<b>External Relationships:</b> Just Housing/PSO CHP Community Housing Regulatory Authority Retirement Village Association Relevant Local Communities Local Government entities Suppliers and Contractors Philanthropic Funders Grant Providers

## Person Specifications

### Qualifications/Skills

- Relevant qualifications in a property development related field, e.g., Property, Construction Engineering or Project Management, or equivalent experience/training.
- PMBOK, PRINCE2 or equivalent project/programme management qualification.
- Current drivers' licence.

### Experience/Knowledge

- 4+ years' experience in a property development role, including for new large-scale build projects.
- Experience of developing strong and productive external networks.
- Confidence with New Zealand property related legislation.
- Understanding and experience in New Zealand Health & Safety.

### Personal Qualities

- Professional and ethical – able to maintain confidentiality.
- Strong self-motivation with an entrepreneurial attitude.
- Proven interpersonal skills, being able to relate to people, communicate at all levels of the organisation and negotiate change.
- Resilient, collaborative and improvement focused.
- Excellent problem-solver/improvement facilitator.
- Willing to "pitch in" to help as needed, and flexible in hours of work.
- Well organised, with a keen attention to detail and accuracy.
- Able to effectively prioritise and execute tasks under pressure.

### Physical Requirements

This role may involve standing, walking, bending, sitting, climbing stairs, simple grasping, fine manipulation, operating machinery equipment, lifting, overhead reaching, carrying, pushing/pulling, twisting, climbing balancing, crouching, squatting and other reaching.

## Working Together

### Our Work

- We are person centred in our organisation.
- We strive always to do better, to work hard and to the best of our ability.
- Each person knows they make a difference, and they feel valued because of this.

### Our Organisation

- We are committed to delivering on the organisation direction and values.
- We are responsible and accountable for our actions and behaviours.
- We are committed to positive, proactive leadership.
- Each person is empowered to succeed, with the orientation and on-going support needed.
- Expectations are communicated clearly and understood by each team member, through team meetings, regular and timely feedback, and annual appraisals.

### Our Team

- We share and learn from each other; are open and honest, support and cooperate with each other, and do the right thing at the right time.
- We hold each other accountable by giving and receiving constructive feedback.
- Our relationships are based on mutual respect, by treating each other as we wish to be treated. We are courteous and responsive.
- We affirm each person as a valued member of the team by giving each other positive reinforcement.

## Values

Founded in our Christian faith we act with the values of integrity, respect, courage, manaaki & aroha.

