

POSITION DESCRIPTION	
Title:	Team leader Maintenance and Projects
Division/Department	Property and Procurement
Company:	Presbyterian Support Southland
Reports to:	Property and Procurement Manager
Direct reports:	<ul style="list-style-type: none"> Maintenance team members
Significant working relationships:	<ul style="list-style-type: none"> Retirement Village Manager Procurement Administrator Director of Enliven People, Culture and Safety team
CHARTER Our vision is a community where all people can make the most of their strengths and feel included, valued and safe. To bring this vision into reality , we assist and encourage people facing life's challenges. We provide a range of services in response to the changing needs of individuals and family/whanau in the wider community of Southland.	
Our Values: <ul style="list-style-type: none"> Respect – Manaaki: Respect for our heritage. Compassion – Aroha: Compassion with empathy. Family – Whānau Whānui: Celebration of family. Community - Iwi whānau/Hāponi: Communities that make a difference. Accountability – Whakatau tika: Holding ourselves accountable. 	
Job Purpose: To lead and be responsible for organising the maintenance team daily tasks and ensuring work progresses to the required standard in a timely manner. Coordinate and oversee the delivery of the programmed maintenance, refurbishment, and minor capital works programme.	
Key Task	Performance standard
Leadership	<ul style="list-style-type: none"> Provide leadership and support to the maintenance team to ensure the caretaking and maintenance services at PSS properties are completed in a timely manner and within budget. Take a higher-level view of the maintenance tasks to ensure prioritisation of urgent tasks while ensuring scheduled maintenance is completed in a timely manner Check progress of tasks regularly, both internal and externally contracted, to ensure overall completion of jobs to the standard required and on time.

	<ul style="list-style-type: none"> • Ensure all Maintenance team members complete and maintain all training and compulsory education required • Participate in recruitment, appointment, orientation and induction of staff. • Complete performance reviews for maintenance team members • Support the maintenance team to undertake maintenance tasks as and when required • Motivate staff in a positive and inclusive manner • Raise performance issues with the Property and Procurement Manager in a timely manner.
Scoping	<ul style="list-style-type: none"> • Develop project briefs and scoping documentation in conjunction with portfolio managers and budget-holders. • Ensure compliance with relevant standards, guidelines, and requirements.
Planning	<ul style="list-style-type: none"> • Work within operational constraints. • Establish robust schedules for delivery. • Coordinate and oversee appropriate documentation (Safety Plans, Risk Registers, Permits, Induction material etc..)
Procurement	<ul style="list-style-type: none"> • Coordinate the procurement of designers, suppliers, contractors, and subcontractors as required utilising robust best practice disciplines.
Delivery	<ul style="list-style-type: none"> • Coordinate and oversee delivery including supplier and contractor management. • Monitor progress, identify emerging issues, programme slippage, risks and utilise problem-solving to ensure successful delivery. • Ensure contract management is conducted in accordance with best practice guidelines to represent value for money and provide clear audit trails that satisfy legal requirements. • Manage quality assurance processes.
Financial Oversight	<ul style="list-style-type: none"> • Manage budget constraints and expenditure controls associated with delivery of planned maintenance and capital works in conjunction with internal resources, suppliers, contractors, and subcontractors. • Identify and minimise potential budget issues and associated implications.
Reporting and Communication	<ul style="list-style-type: none"> • Provide up to date and accurate monthly reporting on annual work programme delivery • Work with internal staff and customers to ensure responsive, collaborative, clear and concise communications
Document Control	<ul style="list-style-type: none"> • Ensure appropriate document control and management of delivery documentation and handover material required as part of project delivery (e.g. as built, asset data, warranties, contract documentation, etc..)
Ensure all tasks, projects, assignments or responsibilities are completed	<ul style="list-style-type: none"> • Prioritise workload to meet, or where possible exceed, deadline requirements.

accurately, professionally and in a timely manner.	<ul style="list-style-type: none"> Effectively and professionally liaise with other team members, customers, suppliers, and external stakeholders. Ensuring that the Company is positively represented at all times. Complete any other duties or projects as requested.
Perform in accordance with the Health and Safety at Work Act 2015.	<ul style="list-style-type: none"> To understand and meet your personal obligations under the Health and Safety at Work Act 2015. To understand importance of and be able to complete incident reports. To be aware of your responsibility to report an incident, accident, hazard or near miss and ensure reporting is carried out. Demonstrate an adequate knowledge of Health and Safety requirements as a team member. Ensure all new hazards are identified and reported and ensure all hazard controls are maintained and adhered to. Adhere to all Health and Safety policies and procedures implemented by the Company
Complete any other tasks, projects or responsibilities delegated or assigned by the Manager.	<ul style="list-style-type: none"> When possible, ensure all other tasks, projects or responsibilities delegated or assigned by the Manager are completed accurately, professionally and in a timely manner.

CORE COMPETENCIES

Competency	Definition
Execution	Comprehensive scoping, planning and delivery with clarity and accuracy taking account of time and risk management principles.
Communication	Proactive in all its forms. Adjusting language or terminology to the characteristics and needs of the audience. Expressing ideas clearly in documents that have organisation, structure, grammar, language and terminology accurately constructed.
Customer Service Orientation	Proactively developing customer relationships by making efforts to listen to and understand customers (both internal and external), anticipating and providing solutions to customer needs, giving high priority to customer satisfaction.
Initiative	Making active attempts to influence events to achieve goals, self-starting rather than adopting a reactive approach, taking action to achieve goals beyond what is required, being proactive.
Integrity	Maintaining and promoting social, ethical and organisational norms in conducting internal and external business activities.
Planning and Organising/Work Management	Establishing a course of action for self and/or others to accomplish a specific goal, planning proper assignments or personnel and appropriate allocation of resources.
Teamwork/Collaboration	Working effectively with team/work group or those outside formal line of authority (e.g, peers, senior managers) to accomplish organisational goals, taking actions that respect the needs and contributions of others, contributing to and accepting the consensus, subordinating own objectives to the objectives of the organisation or team.

2. EXPERIENCE

- Leadership experience
- 2-3 years' experience delivering projects or minor capital works
- Track record of using project management methodologies and processes in achieving organisational outcomes.
- Proven skills and experience in contracting and procurement processes, preferably construction related.
- Experience in building relationships and partnerships to achieve shared outcomes.
- High level of understanding of the NZ building industry or equivalent trades.
- Ability to work under pressure and meet deadlines.
- Robust written and verbal communication skills

Agreed by:

_____ (Job holder's signature) _____ Date

_____ (Manager's signature) _____ Date