

# Position description

<b>Position title:</b>	Senior Property Transaction Advisor	<b>Team:</b>	
<b>Division:</b>	Resilience and Infrastructure	<b>Reports to:</b>	Manager Property Transactions
<b>Department:</b>	Property	<b>Direct reports:</b>	TBC
<b>Unit:</b>	Optimisation, Acquisitions and Disposals	<b>Indirect reports:</b>	TBC



## Our commitment to te ao Māori

We honour te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga and are responsive to the needs of Māori. You participate in initiatives to embed te ao Māori into the way we do things. You are willing to develop and build your own understanding and capability to contribute to the delivery of the directorate's Māori outcomes and wider organisation's vision to be responsive to the needs and aspirations of Māori as outlined in the Māori Outcomes Performance Measurement Framework – Kia ora Tāmaki Makaurau.

You can pronounce and use basic te reo Māori in emails, meetings and conversations. You understand, demonstrate and value the use of tikanga where appropriate.



## Purpose of the job

The Senior Property Transaction Advisor contributes to the delivery of Auckland Council objectives through the provision of professional in-house property advice and strategic input into property acquisitions, property disposals and other technical services.

The role involves working in partnership with cross-organisational teams and being responsible for end-to-end planning, contracting and delivery of property acquisition and disposal projects in accordance with statutory provisions and the requirements of Auckland Council.



## Key responsibilities

- Be aware of, and demonstrate, the principles of [Our Charter](#). This sets out the expectations for conduct at Auckland Council.
- Be aware of, and demonstrate, [Our Behaviours](#) in ways that support inclusivity and adaptability in every aspect of our work.
- At Auckland Council, "health and safety starts with me" (ka timata te hauora me te aria hauata ki a au) and everyone has a duty to keep themselves and others safe. Our [Health and Safety Policy Statement](#) and our [Health and Safety Management Framework](#) explain the specific Health, Safety and Wellbeing duties applicable to this role, including Injury Management responsibilities applicable to people leaders.
- Undertake and be responsible for the planning and completion of a range of property acquisitions and disposals projects.
- Complete property acquisitions and disposals on behalf of Auckland Council and designated CCO's in accordance with the Public Works Act, Treaty of Waitangi obligations and Auckland Council processes.

- Engage, instruct and manage contractors and consultants to assist with property acquisition and disposal activities.
- Determine the best strategies for property acquisitions and disposals to conclude transactions and deliver optimum outcomes.
- Be an excellent negotiator when negotiating the terms and conditions of property acquisitions and disposals, while being empathetic to the requirements of the Public Works Act when acquiring property through this process.
- Be a mentor to help build the capability of others within the team.

#### **Project Management**

- Ensure projects are delivered in accordance with the project brief and within agreed budgets and timelines.
- Negotiate terms and conditions for property acquisitions and disposals that deliver optimum outcomes for Auckland Council.
- As and when required prepare business cases and make recommendations for approval.
- Work collaboratively with cross-organisational teams who provide specialist advice and services to facilitate property acquisitions and disposals and track and monitor progress of these tasks.
- Identify risks and issues and develop strategies to mitigate these.
- Prepare and maintain accurate project records and store them in accordance with Auckland Council policies and procedures so they are readily available for Audit purposes.
- Lead lessons learned workshops and ensure learning is fed into business improvement processes.

#### **Property Advice and Reporting**

- Provide comprehensive strategic property advice and guidance to support Auckland Council led initiatives.
- Investigate, assess and advise on legal interests in land, and the application of the Auckland Unitary Plan as it relates to the subject property.
- Engage instruct and review reports prepared by consultants for valuation, planning, contamination, geo-tech or such other advice as required for the property acquisitions or disposals process.
- To apply property knowledge in the negotiation of agreements for the sale and purchase of property.
- Track and monitor budgets relating to property acquisition and disposal projects ensuring that all financial delegations are adhered to.

#### **Process and System Improvement**

- Proactively contribute to the development of best-practice strategies, policies and guidelines to continually improve our processes.

#### **Communication and Stakeholder Relationships**

- Develop and maintain effective working relationships with all stakeholders, including within Auckland Council and external customers, contractors, consultants, legal services and suppliers.
- Keep applicable Auckland Council management teams up to date and informed on progress, escalating any issues or risks in a timely manner and

#### **Auckland Council behaviours**



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**DEVELOP**

Step up from good to great



**COLLABORATE**

Success comes when we work together



**ACHIEVE**

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	<p>taking a “no surprises” approach to keeping the appropriate stakeholders informed.</p> <p><b>Organisational obligations</b></p> <ul style="list-style-type: none"> <li>• Promote a safe and healthy workplace by undertaking responsibilities as outlined in the organisation’s health and safety policy and procedures.</li> <li>• Ensure alignment and compliance with PfMO approved standards and guidelines.</li> <li>• Ensure accurate reporting on progress of property acquisition and disposal projects using agreed systems and processes.</li> <li>• Be a leader in sharing and promoting the Auckland Council vision of “Shaping Spaces for Aucklanders to Love” to all stakeholders.</li> </ul>
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**Auckland Council behaviours**

 <p><b>SERVE</b></p> <p>Aucklanders serving Aucklanders</p>	 <p><b>DEVELOP</b></p> <p>Step up from good to great</p>	 <p><b>COLLABORATE</b></p> <p>Success comes when we work together</p>	 <p><b>ACHIEVE</b></p> <p>It's up to us to make it happen</p>
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## Outcomes

- Property acquisition and disposal projects are well planned and successfully delivered on time, within budget and to agreed outcomes.
- Property acquisition and disposal terms and conditions are successfully negotiated to deliver optimum outcomes for Auckland Council.
- Property acquisition and disposal projects are delivered in accordance with Auckland Council policies, procedures, delegations and in accordance with statutory requirements.
- Projects are tracked, monitored and reported on so that all stakeholders are kept up to date and informed on progress and achievement of key milestones.
- Business cases and Board papers are prepared in accordance with Auckland Council processes and guidelines and approved when submitted.
- Effective working relationships are demonstrated with cross-organisational teams which result in specialist advice and services being delivered on time and to the required quality to meet project timelines and outcomes.
- Risks and issues are identified, and strategies put in place to mitigate these. Risks and issues are reviewed regularly and updated. Risks and Issues are reported on in a timely manner to ensure there are “no surprises” and key stakeholders are kept informed.
- Accurate project records are kept and stored in accordance with Auckland Council policies and procedures. Audit reviews return positive feedback.
- Each completed property acquisition and disposal project has a Lessons Learned process at the end. This may range from sharing lessons learned on less complex projects to a Lessons Learned Workshop for more complex projects.
- Proactively mentor others sharing knowledge and experience.
- External consultants, contractors, legal services and other service providers are briefed, engaged and managed to deliver timely, accurate and useful information to inform Auckland Council decision making.
- Through review, analysis and interpretation of reports and information provided by consultants and other technical expert advisors make good decisions that deliver optimum outcomes for Auckland Council.
- Develop and maintain effective working relationships which result in the successful delivery of property acquisition and disposals projects.
- Sale and purchase agreements and other legal documents are reviewed by Council’s legal services team and nominated external legal services to ensure they are in order.
- Contribute to business improvement processes.



## Key skills

- Recognised as an experienced subject matter expert in the field of property.
- Highly organised – plans and prioritises well and manages time to focus self and others on the most important activities.
- Knowledge and understanding of valuation methodologies and processes.
- Excellent written and oral communication skills.
- Excellent influencing and negotiation skills.
- Demonstrated ability to manage complex and high value property acquisition and disposals transactions.
- Attention to detail.

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### Job requirements

#### Qualifications


- Relevant tertiary degree qualification in Property or Law.
- Relevant post graduate qualification desirable.
- Accreditation with relevant professional body, particularly valuation.

#### Experience

- 10+ yrs experience in property dealing with property acquisitions and disposals and / or property consultancy and / or property valuation and with a strong understanding of development processes, residential subdivision and property transactions.
- Experience and knowledge of the Auckland real estate market.
- Demonstrated knowledge of property valuations and property negotiations.
- A sound applied knowledge of the Public Works Act, Local Government Acts, LINZ processes and the Resource Management Act.

#### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

Approving manager:		Version date:	
		May 2025	
 Job framework	Job function:	Job family:	Job:

#### Auckland Council behaviours



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