Position description

Position title:	Team Leader Leasing	**Team:**	Leasing
Division:	Finance	**Reports to:**	Manager Leasing
Department:	Commercial and Property	**Direct reports:**	5
Unit:	Leasing and Portfolio Management	**Indirect reports:**	0

 **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 the Māori community. You participate in initiatives to embed Te Ao Māori into the way we do things. You are willing to develop and build your own confidence and capability to contribute to the department's Māori Responsiveness Plan and wider organisation's vision to be a Treaty Responsive Organisation.
 **Purpose of the job**	Lead and manage a team of lease specialists to deliver end-to-end processes for leasing arrangements and associated lease management functions. Actively promote and encourage a high performing team culture, manage work programmes, identify and scope continuous improvement opportunities and work collaboratively across the Leasing team, unit, department and directorate to facilitate efficient and effective leasing programmes.
 **Key responsibilities**	• Be aware of, and demonstrate, the principles of Our Charter. This sets out the expectations for conduct at Auckland Council. • To work collaboratively across council, agencies and communities, to ensure leasing practices will be more effective in delivering on local board plans, The Auckland Plan, community aspirations and the Māori Plan for Tāmaki Makaurau. • Provide leadership, support and development for your team by setting clear and consistent standards, developing and empowering others, building commitment and trust with your people, addressing performance related issues, managing conflict and building effective teams. • Manage and develop your team to deliver the end-to-end processes of their leasing portfolios and associated lease management functions ensuring clear deliverables and monitoring team results. • Monitor and develop team performance and engagement, encouraging employee development through training facilitation, mentoring and My Time Conversations. • Review team members' work programmes, processes and documentation ensuring compliance with operational practices, standard processes, organisational policies and procedures, and all legislative and regulatory requirements. • Proactively identify, drive, and deliver process change initiatives to • Auckland Council behaviours

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	• foster team-wide continuous improvement and adaptability to stakeholder needs. • Attend to and resolve escalated issues and complaints, and provide direct support on complex matters effectively, competently, and professionally. • Manage recruitment and training of new team members. • Manage key stakeholder relationships, establish, sustain, and enhance effective relationships with team members, internal staff and customers. • Actively contribute towards the leadership and culture of the Leasing management team and engage and actively contribute to the Property & Commercial Department lead team. • Promote a safe and healthy workplace by undertaking responsibilities as outlined in Auckland Council's health and safety policy and procedures. • Promote activities and initiatives that assist Auckland Council achieve its vision and strategic objectives.

Outcomes	• Your team is aligned and committed to deliver leasing work programmes and end-to-end leasing functions. • Your team has met deliverables agreed in our unit and department plans. • Your team are motivated and engaged both in individual and team performance and development initiatives. • A team culture exists that encourages participation, collegiality, support, and trust. • Work programmes are successfully delivered across the team and meets or exceeds service level standards. • Performance Improvement Plans in place to ensure poor performance is managed in an effective manner for both parties. • Strong and effective relationships with customers, elected members and stakeholders are developed and effectively managed. • All leases and licences are processed in a consistent, efficient and timely manner, all statutory processes are complied with, and risks identified and managed appropriately. • Team members are trained, competent and confident in Risk, Health & Safety identification and mitigation. Policies and procedures relating to Risk and Health & Safety are followed • Political queries, official information requires and customer communication are resolved in a professional, timely and accurate manner, reporting back where required. • You are comfortable pronouncing and using basic te reo Māori in emails, meetings, and conversations. You understand and value the use of tikanga at work.

Key skills	• Leadership, collaboration and cooperation are demonstrated at all levels. • Experience coaching and mentoring team members and peers. • Excellent verbal communication and presentation skills. • Ability to effectively manage team members complex projects, • Auckland Council behaviours • stakeholder, and relationships. • Collaborative relationship building and relationship management skills.

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	• Proven critical and strategic thinking and decision-making based on quality advice standards and a wide range of evidential and supporting information. • Comprehensive understanding of/experience with the Treaty settlement process including, but not limited to, Local Government obligations and co-governance/co-management arrangements.

Job requirements	• Degree or relevant tertiary qualification is essential in a relevant field (e.g., law, property, business management) or equivalent gained experience managing complex property portfolios. • 5 years' experience in property management and/or community engagement and development • 5 years' experience in local government, change management and business process improvement. • Proven experience in people management, and the ability to manage teams of specialists. • Disclaimer

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:**
Head of Leasing and Portfolio Management (Acting)	10 November 2026

	Job function:	**Job family:**	**Job:**
Job framework	Leasing	Leasing and Portfolio Management	Team Leader Leasing

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