

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children

Title:	Asset Specialist
Group:	Corporate Services
Reports to:	Infrastructure Manager
Location:	Wellington or Auckland
Direct Reports:	No
Budget:	No

OUR ORGANISATION

About us

Oranga Tamariki—Ministry for Children is a Ministry dedicated to supporting any child in New Zealand whose wellbeing is at significant risk of harm now, or in the future. We also work with young people who may have offended, or are likely to offend. Our belief is that in the right environment, with the right people surrounding and nurturing them, any child can, and should flourish.

Our vision

Our vision is: New Zealand values the wellbeing of tamariki above all else.

Our purpose

Our purpose is: To ensure that all tamariki are in loving whānau and communities where oranga tamariki can be realised.

The Oranga Tamariki way

We've introduced a new way of doing things. A way of looking at the world that guides everything we do:



Our core outcomes

Our core outcomes are:

- All children and young people are in loving families and communities where they can be safe, strong, connected, and able to flourish
- Improved outcomes for all children, especially tamariki and rangatahi Māori.

POSITION PURPOSE

The Infrastructure team of Oranga Tamariki is responsible for managing the property assets of the Ministry to ensure all those who work in and are cared for by Oranga Tamariki feel safe, secure and valued.

Reporting to the Infrastructure Manager, The Asset Specialist will be responsible for ensuring that the Ministry builds and maintains accurate property data and follows best industry practice.

This role will partner with the Infrastructure team, Lease Specialist and wider team in assessing future needs of home, work and secure environments to ensure Infrastructure aligns with overarching strategies to ensure better outcomes for our Tamariki.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Relationship Management and Advice	<ul style="list-style-type: none"> – Develop relationships with internal and external stakeholders including the Government Property Group. – Engage with Tangata Whenua and Iwi to ensure that the property portfolio is aligned with 7aa principals – Build a strong and innovative relationship with the Government Property Group as we implement best practice. Being a new Ministry, we have the ability to work closely with GPP and help develop their software and model in the asset management space.
Asset Management	<ul style="list-style-type: none"> – Undertake specific plan-related activities, such as: <ul style="list-style-type: none"> ○ Planned and scheduled maintenance programmes need to be targeted ensuring investment is tailored to ensure assets are well maintained and fit for purpose. – Ensure all information is accurate and up to date in GPP and shared drives – Review spend data looking at trends across the portfolio and individual sites. – Participate in strategic work to ensure that a long term and mature approach to asset management – Ensure that asset registers are recorded and maintained. All Data should be in GPP and shared drives.
Policies, Procedures and Standards	<ul style="list-style-type: none"> – Understands industry standards and benchmarks and their application to the Ministry's property needs – Ensure preventative maintenance and scheduled works are targeted to move to a planned mature model of asset management. – Develop long term asset management plans to ensure investment is targeted and that properties are fit for purpose – Implement asset management practices for existing portfolio and implement strategy as the portfolio continues to grow.

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Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> – Initiate condition surveys and assessments and developing preventative maintenance plans for Oranga Tamariki home, work and secure environments.
Data Analysis and Reporting	<ul style="list-style-type: none"> – Coordinate and provide support with the analysis, management and reporting of quantitative property data primarily through Excel – Create and maintain reports that are used by the business to enable decisions – Ensure all asset information is accurate and up to date across multiple systems. – Provide Analysis and demand forecasts for specific interventions – Ensure all asset information is captured in GPP – Develop and maintain the systems for ensuring integrity and consistency of property data
Property Maintenance	<ul style="list-style-type: none"> – Assesses repairs and maintenance expenditure and evaluate cost effective options – Conduct cost benefit analysis to ensure assets are replaced at regular intervals before they fail. – Ensuring that all properties are fit for purpose, comply with relevant legislation, and meet Oranga Tamariki standards – Review service line spends and make recommendations for improvements – Review contractor invoicing to ensure investment is transparent. – Ensure all assets are recorded with all detail required to maintain asset schedules
Risk Management	<ul style="list-style-type: none"> – Identify and address issues and risks within the portfolio, ensuring they are recorded, escalated and resolved/monitored as appropriate – Ensure that the Ministry has the correct balance of properties in its portfolio and that the supply of infrastructure is in line with long term demand. – Ensure infrastructure aligns with long term strategies and that investment.
Cultural Competency	<ul style="list-style-type: none"> – Demonstrate understanding of, and commitment to, our Māori cultural framework.
Being part of the Oranga Tamariki team	<ul style="list-style-type: none"> – Actively and positively participate as a member of the team – Proactively look for opportunities to improve the operations of Oranga Tamariki – Perform any other duties as needed by Oranga Tamariki – Comply with and support all health and safety policies, guidelines and initiatives – Ensure all incidents, injuries and near misses are reported into our H&S reporting tool

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Key Result area	Key Accountabilities
	<ul style="list-style-type: none">- Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known- Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct- Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> – Head of Infrastructure – Infrastructure manager – Leasing Specialist – Wider Infrastructure Team – National Accounting Centre – Office Services
External	<ul style="list-style-type: none"> – Government Property Group – Hapu and iwi – Kāinga Ora – NGOs – Councils – Other government agencies – Private landlords – Community groups

QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none"> – Tertiary qualification, or the equivalent, in Property, Valuation or Asset Management is desirable A clean, current driver's licence is essential and a willingness to drive the Ministry's vehicles.
Other requirements	<ul style="list-style-type: none"> – Willingness to travel within New Zealand to fulfil the requirements
Experience	<ul style="list-style-type: none"> – Ability to demonstrate excellent asset management knowledge perhaps following a core related area such as commercial leasing or valuation – Some experience in lease transactions incorporating rent reviews and lease renewals. – A passion for real estate with a good understanding of feasibility and property investment fundamentals. – Experience in developing preventative maintenance programmes, condition surveys and asset registers. – Experience full asset life cycling – Good communication and negotiation skills – Excellent organisational and problem-solving skills for working on a variety of duties – A highly adaptable and focused individual who strives for excellence – Self-motivated with ability to work both autonomous on key aspects of property management.

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Skills

- Excellent verbal, written and interpersonal communication skills
 - Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others
 - Understanding and appreciation of cross-cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture
 - Understanding of asset management
 - Understanding and experience in leasing
 - Asset register experience
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