

Position Description

Vacancy Title: **Senior Property Officer**

Location:

Reports To: **None**

Objective

The Senior Property Officer is responsible to manage properties across TLTB overseeing the Annual CAPEX, managing the maintenance of the property, procure required assets under approved allocated works for properties and maintain relationship with stakeholders. The incumbent must manage “on the ground response during a crisis, coordinate preventative maintenance, conduct reporting and service performance monitoring while maintaining a seamless solution for employees and customers. The responsibility also provides efficient and effective administrative and support services for daily operations in the area of Property Maintenance & Asset Management. The role reports directly to the Manager Finance.

Outcomes

Organisational Stakeholders

1. Financial Management

- Capital funds process overseen and facilitated to ensure timely execution of the work and for capital submission and acquittals.
- Plan and provide financial CAPEX reports and provide advice to the Board ensured.
- Design and provide Capital expenses reports to Manager Finance ensured.
- Oversee and ensure timely and cost-efficient budget overrun for all projects and within control maintained.

2. Property Management

- Manage contractor’s deliverables and facilitate development of clear schedule/ objectives relating to building maintenance, property management, corporate purchasing and management of other assets ensured.
- Annual review of existing work deliverable and timeline undertaken to evaluate their efficiency and effectiveness in meeting TLTB’s objectives.
- Maintenance works identified and prioritized on allocated properties and submit to Manager Finance for scheduling.
- Service providers managed for recurrent and capital works of the Board owned property
- Capital improvement works and maintenance works identified and prioritized.
- Effective delivery of repair works for the assigned property overseen and ensure the work is delivered on time.

3. Administration

- Liaise with all internal departments to identify their requirements with respect to building refurbishments or new works ensured.
- Queries responded to and minimize inconvenience to departments during maintenance, refurbishment or construction.
- Facilitate and review of utility services provided to all Boards properties and assist in the development of appropriate audits and action plans to rationalize or reduce the cost ensured.
- Daily, weekly, monthly, yearly work schedule managed for assigned maintenance works
- Timely delivery of all payments to service providers ensured for the assigned portfolio in accordance with the procurement policy

4. Risk Management

- Plan and provide timely services to stakeholders in ensuring that projects are implemented according to Time & Cost Budgets ensured.
- Overseeing timely services on project procurement processes ensuring orders are issued on time
- Adapt communication techniques to different situations in handling controversial and sensitive issues

5. Customer Service

- Internal Customer Satisfaction levels improved through value-adding services and advise.
- Promote quality and value for money ensuring project Office services are reliable.
- Provide and ensure Strategic advice has satisfactory level of assurance.
- Quality and efficient customer service for internal and external clients of the Board.

6. TLTB image and values standards demonstrated at all times

- Integrity of information maintained.
- Confidentiality of information ensured.
- Professional and ethical standards sustained.

7. Innovation and Learning

- Continuous learning and development of own skills and knowledge base is ensured.
- QCC initiatives initiated.
- Finance Transformation within Project Office driven.
- Effective and Efficient Program and Project implementations overseen.
- Integrity promoted.

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Negotiation	Reach agreement through discussion and compromise.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.
Environment	Establish and maintain an environmentally friendly organisation

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting, Economics, Land Management, Financial Management, Real Estate, Civil Engineering	Project Management Certification
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Civil Engineering	Degree with Project Management Certification.

Work Knowledge and Experience

At least 5 – 6 years' experience in Property Management and Senior Level reporting.

Possess MS Office Suite skills and general computer / application skills. A project management background and familiarity with MS Projects, budget forecasting and knowledge of AutoCAD applications is an advantage.

Demonstrate experience of managing all asset-types typically found in or around Corporate and/or Retail work spaces, as well as assets within a server/data room and base building-type assets, including lifts, emergency power (UPS and generation), fire systems (wet and dry), HVAC systems and building management systems.

Demonstrated ability to develop and manage work unit teams.

Understanding of and appreciation of the Fiji land tenure system and associated legislation and key stakeholder requirements.

Demonstrated experience in land management and/or valuation of land and/or leasing services.

Undergone Leadership & management Development Training or equivalent.

Demonstrated ability to lead change.

Demonstrated commercial and business acumen.

Negotiation and consultation skills are adequate to achieve results which are mutually satisfying to parties while achieving business outcomes.

Demonstrated commitment to quality customer service.

A good understanding of strategic planning and monitoring and evaluation processes.

Requirements

Language Proficiency

- Excellent command of English
- Knowledge of another language

Professional Associations

- Membership of Professional Engineers Institute (recognised)
- Registered Valuer

Regulatory Compliance Requirements

- Driver's License

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Employees	
	Management Team	
	Regional and Headquarters	
External		
	City and Town Councils	
	Clients	
	Contractors	

Attributes

Behavioural Styles

- Accountable Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
- Achiever Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
- Integrity Adherence to moral and ethical principles; soundness of moral character; honesty.
- Reliable Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

- Consensus seeker Works to achieve group solidarity and general agreement and harmony.
- Realistic Shows concern for facts and reality, rejecting the impractical.
- Team Oriented Enjoys being with others as part of a group or team.

Thinking Styles

- Analytic Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
- Decisive Reaches conclusions, promptly and firmly.
- Well Organized Controls tasks in a well thought out and critical manner

How To Apply

Apply Online Through HRmonise

Contact for Enquiries

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