



Job Title:	Advisor, Property Operations – Kaitohutouhu, Whakahaere Rawa	Department:	Organisational Performance
Report lines:			
Direct Reports:	Reports to:	Key Stakeholders:	
0	Property Operations Manager	<ul style="list-style-type: none"> • Property Operations Team • Deputy Chief Executive, Organisational Performance • Health & Safety Committee • External Suppliers and Vendors • Organisational Performance Group • Ngā Taonga employees 	

About Ngā Taonga Sound and Vision

The New Zealand Archive of Film, Television and Sound Ngā Taonga Whitiāhua Me Ngā Taonga Kōrero (operating under the name Ngā Taonga Sound & Vision) is an independent charitable trust overseen by a Board of Trustees representing film, television, radio, archival, Māori and community interests.

Ngā Taonga is New Zealand’s audiovisual archive. We save and cherish the stories, creativity and history of Aotearoa New Zealand in sound and moving images. With strong values of connection, conservation and commitment our purpose is to collect, preserve, care for and share Aotearoa New Zealand’s audiovisual taonga. Our kaupapa expresses our commitment to the principles of the Treaty of Waitangi and reflects Māori and Pākehā perspectives, language and aspirations. It guides the way we work with each other, with audiovisual taonga and with those connected with them.

Position Purpose

The purpose of the Advisor, Property Operations – Kaitohutouhu, Whakahaere Rawa, is primarily to create, maintain and socialise fit-for-purpose documentation such as policies, terms of reference, procedures and guidelines to ensure that our properties operate safely and effectively for both our people and our audiovisual collections.

The role includes responsibility for preparing and/or editing business documents such as memos, reports and meeting minutes. It also supports the Property Operations Team, the Health & Safety Committee and property projects with proactive coordination services.

From time to time the role will be required to provide back-up as necessary to the Business Support Manager for work relating to the Board of Trustees, the Chief Executive and the Leadership Team.

The role predominantly works from the Pipitea (Wellington) office, with regular travel to our Motutawa (Lower Hutt) location, as part of the Property Operations Team (which is based in Lower Hutt).

Key Accountabilities

1. Property Operations

- Create, maintain and socialise documentation relating to property operations such as policies, terms of reference, procedures and guidelines, undertaking research as needed both internally and externally to ensure we are following best practice.
- Support the generation and management of documentation such as lease agreements, supplier contracts and letters for the Property Operations team.
- Manage Team and project reporting including Board reports, dashboards and reports to management.
- Assist with the coordination and administration of property projects.
- Manage the Team's correspondence including any shared inboxes or help desk requests.
- Provide general administrative support to property and facilities operations and actively contribute to the development and continuous improvement of processes.
- Maintain and socialise Emergency Response Plans.
- Support budget management as needed including creating Purchase Orders and monitoring expenditure.
- Support positive and effective relationships with contractors, landlords and other key stakeholders.
- Other duties as delegated by your manager.

2. Health, Safety and Wellbeing

- Create, maintain and socialise documentation relating to Health & Safety (H&S) such as policies, terms of reference, procedures and guidelines, undertaking research as needed both internally and externally to ensure the organisation is following best practice.
- Support the preparation and delivery of H&S inductions for new starters and Contractors, and refreshers as required.
- Provide proactive advice around improving H&S practices and processes.
- Manage reporting as required.
- Coordinate training and maintain registers including Warden and First Aider lists.
- Provide coordination support to the Health & Safety Committee including coordinating meetings, agendas and minutes for the H&S Committee.
- Champion good health and safety practices and provide input into improvements.
- Be aware of the Archive's hazards and risks, and the established controls to proactively meet all standards.
- Comply with all relevant Health and Safety policies, requirements and legislation.
- Be alert to identify or respond immediately to health and safety issues.
- Maintain your own wellness, health and safety within the workplace, and encourage others to maintain theirs.

3. Business Support Manager backup

- Assist the Business Support Manager with Board, Chief Executive and Leadership Team support as need to ensure it is covered at all times.

4. Contribute to Team Results

- Establish and monitor own work programme in conjunction with manager.
- Regularly review own current capabilities and build or source required skills.
- Consider the team's financial and other resources in identifying solutions and carrying out the work programme.
- Look for opportunities to make improvements to work-place practices that improve Ngā Taonga operations and performance.
- Actively participate in the Performance Development Process.
- Take part in cross functional and organisational priorities.
- Look for opportunities to model and reinforce Ngā Taonga Valued Behaviours and encourage others to do the same.

5. Mātauranga Māori

- Advocate and support our commitment to a kaupapa-centred approach across all roles and activities of Ngā Taonga and encourage others to do the same.

- Identify and participate in job relevant learning activities to develop or enhance your understanding of Ngā Taonga philosophies, values and principles relating to our kaupapa-centred approach, taonga Māori and mātauranga Māori.
- Take responsibility to ensure taonga Māori and mātauranga Māori interests are considered, and where appropriate, included in the course of your work activities.
- Encourage and support the use and normalisation of te reo Māori in the workplace.

6. Customer Service and Relationship Management

- Provide a level of customer service to internal and external parties that enables optimal outcomes.
- Maintain positive relationships with internal stakeholders through regular and open communication.
- Establish and maintain positive relationships with external stakeholders, where required.
- Prioritise requests according to set standards and criteria
- Contribute to customer service culture, processes, and procedures

7. General Digital Capability

- Continuously seek to improve your digital capability as appropriate for your role.
- Encourage and support others to increase their capability by sharing your own digital skills.

Key Behaviours

Conservation		Connection		Commitment
Tika	Aroha	Hono	Tangata	Pono
<i>Do what is right</i>	<i>Integrity and Trustworthiness</i>	<i>Connection & Collaboration</i>	<i>Do what is right</i>	<i>Integrity and Trustworthiness</i>
Outcome: We are trusted		Outcome: We are connected		Outcome: We are valued
Valued Behaviour	Narrative/Explanation			
We value the collection by sharing it	<i>As kaupupuri of the audiovisual archive of Aotearoa, we work hard to ensure the collection is discoverable and accessible for both current and future audiences while adhering to professional best practice for audiovisual archiving. When we preserve and present archival material, we do so with appropriate attention to kaitiakitanga, manaakitanga, tikanga and the Archive's reputation. We also value and uphold the rights of depositors, kaitiaki and copyright holders.</i>			
We lift each other up	<i>We value everyone's contribution, skills and mana. We understand that our words matter, our behaviours matter and our colleagues matter. We show that by taking responsibility for the energy we bring into Ngā Taonga and our workspaces and by being generous in our interpretation of other people's motivations and actions.</i>			
We are easy to work with	<i>We work collaboratively and with integrity so that we are trusted and respected by both our colleagues and our stakeholders. We keep our promises – and we don't make promises we can't keep. We continuously improve our processes and our communications so that our work is efficient and effective as well as understood and valued.</i>			
We strive to do better	<i>We improve our chances of success by collaborating, seeking and encouraging alternative views, deliberately learning from the past, and ensuring that what we learn is made available to others – now and in the future. We recognise multiple worldviews as being valid, and we respect and acknowledge them. We understand and use feedback loops, reflecting on what worked and what didn't, and sharing this information so that we can all improve. We own our mistakes and don't blame other people</i>			
We use our time and resources responsibly	<i>Every day we focus on delivering value for money – with our own time, with the time of our colleagues, and with the financial, physical, environmental and intellectual resources at our disposal. We are thoughtful about our impact on the physical environment. We are</i>			

	<i>always mindful of the significant contribution our funders, including New Zealand taxpayer makes to our organisation.</i>
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Qualifications (or equivalent level of learning)

Essential	Desirable
	Tertiary education in business administration related discipline or equivalent, ideally in an industry related to property management.

Knowledge/Experience

Essential	Desirable
<ul style="list-style-type: none"> • Minimum of four years relevant experience with a history of achievement in supporting delivery of high-quality business documentation and services. • Strong experience working closely with facilities or property managers. • Exceptional ability to write and edit user-friendly business documentation including memos, reports, procedures and guides. • Strong awareness of the importance of robust H&S practices. • Good research skills. • Experience supporting property projects. • A continuous improvement mindset. • Experience in Microsoft Office, specifically Word, Excel and PowerPoint, particularly formatting documents so that they are professionally presented and 'on brand'. • Strong eye for detail with the ability to work under pressure, maintaining accuracy. • Excellent inter-personal skills, with a strong focus on managing relationships. • Strong discretion and ability to maintain confidentiality. • Proven ability to multi-task and utilise own planning processes to appropriately prioritise and work to timeframes. • Excellent decision-making and problem-solving skills. • The ability to work co-operatively in a team. • Comfortable operating in a tikanga / kaupapa Māori environment 	<ul style="list-style-type: none"> • Experience writing policies. • Knowledge of key New Zealand Legislation Health & Safety and/or property compliance requirements. • Full New Zealand Driver's License. • Experience in financial/budget control. • Experience with MS Word Styles. • Awareness and understanding of Te Tiriti o Waitangi/Treaty of Waitangi.

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.