

A wānanga as provided under section 398D of the Education and Training Act 2020, is an institution that: “Māori, have been instrumental in establishing; a wide diversity of teaching and intellectual endeavour that is closely interdependent; associated with higher learning; and are kaitiaki of Mātauranga Māori, te Reo Māori, and tikanga Māori within the tertiary education sector. A wānanga positions themselves within the networks of indigenous tertiary institutions across the world and contributes to the setting of international indigenous standards of teaching and intellectual endeavour”.

Tūranga / Position:	Manager – Property Asset Management and Planning	
Uepū / Wāhanga / Department:	Rangatahua	
Takiwā / Rohe / District:	Te Puna Manaaki	
Wāhi Mahi / Location:	As per Letter of Offer	
Reports to:	Lead - Property	
Whakataua ki / Direct reports:	n/a	
Indirect Reports:	n/a	
Māka Pūtea / Salary Grade:	Allied, Level 10	
Wā Roanga / Tenure:	As per Letter of Offer	
Key Relationships:	Internal:	<ul style="list-style-type: none"> All Te Wānanga o Aotearoa (TWOA) kaimahi
	External:	<ul style="list-style-type: none"> External Stakeholders (Contractors and Suppliers) Tauira, iwi, hapū and whānau Relevant external agencies and providers (i.e. TEC, MoE, NZQA)

Pūtaka Tūranga / Role Purpose

The primary purpose of the role is to improve asset productivity through a planned, strategic, and collaborative approach to asset management. Further, this role will provide accurate and timely information and analysis to drive a planned and strategic approach to asset management, maintenance, and capital planning, and will be active in optimising asset performance and minimising whole of life costs.

Key Responsibilities	Deliverables / Accountabilities
<p>Role Specific Requirements</p>	<p>Asset Management</p> <ul style="list-style-type: none"> - Manage development of sustainable methodologies for predicting asset future performance - Identify through analysis, opportunities to improve asset reliability, availability, and maintainability - Ensure Asset Management Planning is conducted with accurate information and thorough analysis - Support the preparation of TWoA strategic planning documents - Facilities Asset Management Plan, Spatial Data Plans, Infrastructure Strategy, Activity Proposals and Business Cases - Ensure asset condition assessments are performed and relevant asset data is captured within the Asset Decision Tool (ADT) - Benchmark asset performance to reduce reactive work through improved proactive and condition-based maintenance treatment - Implement and update the Asset Database and ensure proactive maintenance plans are realised considering condition, criticality, and risk. <p>Facilities Management</p> <ul style="list-style-type: none"> - Manage specific service provider contracts including the key relationships with contractors to ensure performance is delivered to the TWoA asset portfolio - Work closely with Takiwa and the wider Facilities team to develop and maintain work plans and workflow processes - Optimise the Facilities and services delivery programme. Determine appropriate predictive maintenance tasks, develop scopes, and schedule work - Develop and review long-term Maintenance Plans and endorse for delivery as agreed - Analyse predictive maintenance data for trends and initiate corrective actions where required - Assist to ensure service levels as specified are delivered - Assist the Lead Property with vehicle fleet optimisation including produce plans for vehicle acquisition,



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	<p>replacement, and disposal.</p> <p>Cost Management</p> <ul style="list-style-type: none"> - Assist the Lead Property with the development of short- and long-term Capital Expenditure Plans - Conduct analysis of Opex and Capex budgets for the Facilities related assets; vehicles, leased and owned properties - Analyse service delivery costs to optimise asset performance and availability - Assist the Takiwa Operations managers in raising tasks to initiate requests for work. <p>Asset Information</p> <ul style="list-style-type: none"> - Develop asset valuation so that it becomes a visible part of asset management processes across the business - Manage all relevant data for the new and existing assets - Provide accurate and regular reports to the Lead Property by utilising the information contained within the Asset Decision Tool (ADT) - Maintain the Asset Database; ensure that it is accurate and concise.
<p>Driving for Business Performance:</p> <p>Role content specific to the relevant subject matter expertise or specialism of this role.</p> <p>Responsibility for specific KPIs or performance and or reporting metrics.</p>	<ul style="list-style-type: none"> - Accountable for task completion and quality. - Sets clear direction for self. - Seeks own development and takes accountability. - Provides feedback and builds trust. - Contributes to team capability and cohesion.
<p>Financial Responsibility</p>	<ul style="list-style-type: none"> - Uses resources responsibly. - Understands cost implications.
<p>Problem Solving Requirements including but not limited to:</p> <p>Decision-Making Authority & Delegations</p>	<ul style="list-style-type: none"> - Makes task decisions within role scope. - Escalates complex, strategic or people-related issues. - Follows established processes



Key Responsibilities	Deliverables / Accountabilities
<p>Level of autonomy in strategic, operational, or tactical decisions.</p> <p>Impact of decisions across the organisation or sector.</p>	
<p>Kaupapa Matua</p> <p>Te Wānanga o Aotearoa has a unique history and operating context. Te Kaupapa Matua o Te Wānanga o Aotearoa tells our history, guides our future and shapes the unique identity of our Wānanga. There is therefore an expectation that kaimahi will follow and work by these guiding principles.</p>	<ul style="list-style-type: none"> - Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa. - Actions are aligned with Te Wānanga o Aotearoa leaders. - Ngā Uara are applied in a manner that protects the mana of Te Wānanga o Aotearoa, leadership peers and kaimahi
<p>Communications and Relationship Management</p> <p>Effectively builds and maintains relationships that uphold the reputation and mana of Te Wānanga o Aotearoa</p>	<ul style="list-style-type: none"> - Communication style and frequency supports internal and external contact with stakeholders.
<p>Information Management</p> <p>Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.</p>	<ul style="list-style-type: none"> - Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere. - Create and manage records of TWoA activities in accordance with TWoA privacy, data, information, and records management policies and procedures.
<p>Health and Safety</p> <p>Uphold and comply with the Health and Safety at Work Act 2015.</p> <p>Demonstrate a commitment to Te Wānanga o Aotearoa health and safety policies and procedures and take reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety and well-being of others.</p>	<ul style="list-style-type: none"> - Report potential risks, incidents and near misses so the organisation can investigate, and eliminate or minimise harm or risk of harm, in accordance with TWoA Health and Safety policies and procedures. - Promotes personal and team wellbeing. - Recognises and actively manages stress.
<p>Other Duties</p>	<ul style="list-style-type: none"> - Undertake other duties as required by the employer provided

Key Responsibilities	Deliverables / Accountabilities
	the kaimahi has the required skills and qualifications.
<p>The kaimahi shall be required to exercise all their skills and knowledge to achieve the position objectives and follow any current or future procedures and policies related to achieving them.</p> <p>The responsibilities and expectations outlined in this position description may alter as business needs change. In addition, specific objectives and outcomes will be agreed upon with the upline manager on an annual basis.</p>	

Person specification

Qualifications:	<ul style="list-style-type: none"> - Bachelor or relevant degree in Engineering, Manufacturing, Finance or similar. - Full NZ Drivers Licence (Class 1).
Essential Experience and Skills:	<ul style="list-style-type: none"> - Extensive (6 - 7 years) experience with asset management processes and strategies. - Extensive (6 - 7 years) knowledge and understanding of the concept of Best Practice Maintenance applications, techniques and systems. - Proven (3 – 5 years) experience in the implementation and use of a computerised Maintenance Management System. - Sound understanding of International Infrastructure Management Manual (IIMM) and NAMS processes. - Sound knowledge of the building code. - Proven background and understanding of service-based procurement processes. - Proven (3 – 5 years) experience with asset management in a Tertiary Education setting. - Advanced user knowledge of Microsoft Office Suite. - Advanced written and oral communication. - Proven critical thinking and analytical ability.
Āhukatanga Māori	<ul style="list-style-type: none"> - Demonstrated commitment to participating fully in cultural activities (e.g., pōwhiri / karakia /Te Whāriki) and exemplify Māori values. - Prepared to increase knowledge, understanding and everyday use of te reo and āhukatanga Māori and support other kaimahi in the same endeavour. - Te Kaupapa Mātua is understood and applied to mahi and relationships.

<p>Essential Attributes:</p>	<p>Critical Thinking and Strategic/Planning Contribution</p> <ul style="list-style-type: none"> - Understands organisation’s purpose. - Can articulate how their role contributes to organisational goals. - Contributes ideas. Understands how tasks relate to wider goals. <p>Financial Responsibility</p> <ul style="list-style-type: none"> - Uses resources responsibly. - Understands cost implications. <p>Digital & Technology Fluency, Adoption & Modernisation</p> <ul style="list-style-type: none"> - Uses basic digital tools. <p>Data-Informed Decision-Making</p> <ul style="list-style-type: none"> - Understands simple data. <p>Innovation & Continuous Improvement</p> <ul style="list-style-type: none"> - Suggests improvements. - Adapts practices.
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