

Role Description

Role Details	
Title	Property Leasing Specialist
Manager Title	National Property and Fleet Manager
Directorate and Group	Organisation Support, Asset Management
Band	Tier 5, Band F
Date	October 2025
Approved By	Director, Asset Management

Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āianeī, ā, hei ngā rā ki tua hoki, he kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a Ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

About DOC

The Department of Conservation *Te Papa Atawhai* (DOC) protects and sustains nature for current and future generations. Our purpose is to ensure that Papatūānuku thrives. We do this by:

- Protecting land, species, ecosystems, and cultural heritage for conservation purposes
- Managing threats and adverse impacts
- Being a voice for conservation
- Connecting people to nature

All New Zealanders have a role in keeping nature healthy. We partner with whānau, hapū and iwi and collaborate with commercial partners, NGOs, volunteers, and government agencies to improve conservation outcomes.

Role purpose

Support the effective and efficient management of the Department's Leased property portfolio ensuring that Te Papa Atawhai has quality environments as part of a well-managed and sustainable portfolio.

Key working relationships

Internal	External
Peers and colleagues Operational planners, Advisors, Senior Rangers, Rangers, Subject Matter Experts Directors, Operations Managers, Finance and other managers, with responsibility for implementation of asset management	Regulators and compliance agencies Public sector and local government asset management entities e.g. councils, NZ Transport Agency Suppliers and commercial entities Asset Management practice groups Local iwi, hapū, whānau

General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by DOC's Code of Conduct.

Accountabilities

Accountability	This includes....
Property lease Management	<p>Manage property leases, lease reviews, renewals and expiries in a timely manner including annual planning, options analysis on proposed new initiatives and managing lease terminations</p> <p>Lead the negotiation process for the leasing of commercial and residential premises, including drafting lease documentation, and facilitating timely assurance and approval</p> <p>Manage and develop co-location agreements and Memorandum of Understanding (MOU) for government agencies and groups that currently utilise our offices across the country.</p> <p>Manage relationships with landlords for commercial and contractual success of DOC leases</p> <p>Manage property lease expenditure against budgets, monitoring, reporting and escalating issues as required</p> <p>Manage lease datasets in DOC systems including SAP EAM</p> <p>Respond to a wide variety of lease issues and be the first point of contact for escalation of issues in relation to any existing property lease ensuring the timely resolution of disputes and minimise the impact on DOC sites</p>

Accountability	This includes...
	<p>Work with Site Leads and other members of the Property and Fleet Operations team to ensure the Department is proactively managing requirements under the Lease, including for maintenance</p> <p>Prepare internal and external approval papers for property leases including for reporting requirements</p> <p>Develop appropriate external and internal networks to keep abreast of current best practice models</p> <p>Grow capability in your areas of expertise by providing leadership and development opportunities where appropriate</p>
Property lease management support and advice	<p>Provide specialist lease advice and support to internal stakeholders as a trusted business partner to improve Departmental property lease management practices</p> <p>Champion and assist with the implementation of All of Government (AOG) property initiatives within the Department</p> <p>Contribute to the strategic planning processes for the Department's property portfolio including capital planning, by identifying opportunities to achieve efficiencies, looking for systems improvements and continuous improvement opportunities</p> <p>Contribute to, develop, implement and maintain policies, processes and systems to ensure a consistent and effective approach to leased property management, e.g. contractor management, property project management, repair and maintenance programme management</p> <p>Provide advice continually identifying and assessing key risks and issues that will impact property availability, safety standards and Levels of Service</p> <p>Translate complex technical and financial insights into clear, actionable advice for senior leadership and governance</p>
Collaboration and relationship management	<p>Work collaboratively with teams across DOC and contributing effectively to cross-functional teams</p> <p>Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Represent DOC and coordinate cross-agency initiatives within area of responsibility</p> <p>Effective in navigating complex stakeholder environments and leading through influence</p> <p>Represent DOC and coordinate cross-agency initiatives within area of responsibility</p>
Work management and delivery	<p>Deliver on tasks as set out in work plans, performance expectations, and task assignments</p> <p>Identify critical issues and risks and ensure they are constructively raised and addressed</p>

Accountability	This includes...
	<p>Manage knowledge and information to ensure it is secure, current, and appropriate access protocols are applied</p> <p>Take all practical steps to ensure your own safety and the safety of others in the workplace</p>

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	<p>Relevant qualification in property management, business, asset management, valuation or related fields i.e.</p> <p>Has proven experience and achievement in corporate real estate lease management</p> <p>Strong understanding of relevant property legislation and regulations including Property Law Act 2007</p> <p>Has strong relationship management skills and experience in negotiating and dealing with suppliers and external partners.</p> <p>Sound knowledge and skills with IT systems such as Outlook, Word, Excel, Visio, MS Project</p> <p>Current full driving licence required</p>
Financial management	<p>Financial planning and budget management skills</p> <p>Implementation of sound financial processes and controls</p> <p>Proven negotiation skills across complex stakeholder groups</p> <p>Commercial experience and expertise</p>
Organisation leadership	<p>Proven ability to lead cross-functional teams including regional teams and disciplines to deliver strategic outcomes aligned with business priorities</p> <p>Proven ability to navigate complex stakeholder environments and leading through influence</p> <p>Proven ability to lead and influence decision-makers to implement best practice to deliver organisational outcomes</p>
Collaboration, relationship building, communication and interpersonal skills	<p>Works effectively to solve problems, gains trust easily and supports peers</p> <p>Gains trust easily and supports peers</p> <p>Demonstrates a strong customer and people centric focus</p> <p>Demonstrates and fosters collaboration across teams</p> <p>Proactively informs, and provides frank advice on sensitive issues</p> <p>Has a broad understanding of government processes and politics and key interfaces with government and other public sector agencies</p> <p>Communicates clearly and with impact, and inspires, motivates, and influences others</p>

Capabilities Required	
	Fosters culture of innovation, drives system and process improvements
Organisation contribution	Provides considered feedback and input to decision making Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational or wider context of role
Delivering results	Plans and organises work to deliver on objectives High personal and professional standards and accuracy
Treaty Partnership	Understands where the Māori Crown relationship is important to DOC Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha Knows to seek advice or support when required

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).