

# Property Administrator

## WHO WE ARE - KO WAI MĀTOU

We are Farmlands - Te Whenua Tāroa, a Co-operative owned by New Zealand Farmers and Growers, we have been around for 60+ years, supporting our rural communities, looking after our land and our people - we're Out Here Too. We're always backing Kiwis - rain or shine, year in, year out. We work as one – we help each other, we win together.

## PURPOSE AND VISION – TE KAUPAPA ME TE MATAKITE

At Farmlands, our purpose is “To enable improved profitability and productivity for NZ farmers and growers”, and our Vision is “To be the go-to for everyone connected to our land”. Everything we do, every decision we make is with this in the forefront of our minds.

## OUR VALUES – NGĀ UARATANGA

Our values of Be You, Minds Open, and See It Through help us to work as one - helping each other and winning together. We're rural people supporting our rural communities looking after our land and our people.

### **Be you - mōu ake**

It takes all sorts to make an awesome team. Diversity, different perspectives and a fresh approach to problems make everyone in the team stronger. It's not who you are or what you look like, it's all about what you bring to the table that matters.

### **Minds open - hinengaro tākoha**

We came from a generation of greatness. It gives us the solid foundation to move on, focus on the future and use our creativity and ingenuity to build Farmlands for the next generation.

### **See it through - whakamaua kia tīna**

We're a team. United through our love of the land and the communities we serve. We back ourselves, each other, and get behind the decisions we make together.

## POSITION PURPOSE – TE PŪTAKE O TE TŪRANGA

Reports to - Kaiwhakahāere:	National Property and Development Manager
Your Team – To tīma:	Corporate Services
Direct reports - Kaimahi:	No

The purpose of the Property Coordinator's is to assist the National Property and Development Manager in the Property Portfolio, contributing to the accurate and efficient administration and coordination for Farmlands.

## KEY ACCOUNTABILITY AREAS – NGĀ WĀHANGA MAHI

### Safety and wellbeing

#### - Haumarutanga

Actively contribute to a safety-first culture by:

- Keeping yourself and others safe, and participating in safety and wellbeing activities
- Speaking up if you see something that is not and could injure yourself or others in the workplace
- Ensuring that all KPI's, policy and procedure requirements related to safety and wellbeing are completed on time and in full, every time

### General –

#### Whānuitanga

- Assist with the management of all Farmlands properties including Retail branches and Support Offices.
- Ensure Farmlands leasing software (currently Nomos One) is kept up to date and accurate with leasing event data.
- Liaise with Farmlands team members, landlords and contractors as required
- Liaise with contractors as required regarding maintenance / fitout / building works organising quotes and providing scope of works
- Ensure all contractors visiting Farmlands sites have provided the correct Site Specific Safety Plan (SSSP) and hold the correct amount of insurance and are licensed to carry out the specified tasks
- Raise purchase orders as required for property related matters, including (but not limited to) sub-contractors, council rates, and landlord invoices.
- Ensure property maintenance events are recorded, and the relevant purchase orders, invoices and photos are saved into the system.
- Assist with property inspections as required.
- Assist with the preparation of business cases for property related matters.
- Assist with reporting on property related matters.
- Monitor ecoPortal for any property related issues and assist with ensuring that they are resolved in a timely and efficient manner
- Ensure all Farmlands sites perform their monthly, quarterly, annual checks for the Building Warrant of Fitness (BWOF) and liaise with associated external contractors to ensure BWOF's are issued prior to their expiry date
- Monitor mail and direct to the correct people where appropriate for property related matters
- Oversee the 535 Wairakei Road Support office
- Organise consumables such as milk and coffee when appropriate

### Relationship

#### Management

- Liaise with internal and external stakeholders in relation to property related matters.
- Liaise with contractors, ensuring property maintenance is carried out cost effectively, and with minimal delay in accordance with Farmlands policies and delegation levels.

### Compliance

- Ensure Farmlands properties are compliant with council and government regulations, including (but not limited to) BWOF, Code Compliance, and storage of chemicals.
- Assist with the preparation and lodgement of development applications and compliance certificates with council.

**Professional  
Development -  
Whakawhanaketanga**

Continue to develop personally and professionally by:

- Maintaining regular contact with manager to discuss progress and performance, seek feedback and address development areas
- Engaging with Farmlands performance development process, recording progress and goals
- Being a positive supporter and leader of change initiatives
- Ensuring all training requirements are completed as required

**These may change from time to time to meet operational or other requirements.**

## **WHAT YOU'LL BRING - ĀU ĀPITITANGA KI TE TŪRANGA**

**Experience - Āu  
tautōhitotanga**

- 2 years' experience in an administration or property management related role/field.

**Qualifications –  
Āu tohu mātauranga**

- Relevant qualification is desirable but not essential.

**Knowledge –  
Āu mōhiotanga**

- Understanding of property management

**Skills –  
Āu pūkenga**

- Excellent MS Office skills.
- Excellent interpersonal and communication skills, able to relate to a wide range of stakeholders.
- Strong time management skills.
- Ability to work under pressure and meet deadlines.
- High levels of accuracy and attention to detail.

**Personal Attributes –  
Ōu āhuatanga**

- Works well under pressure, with a high level of organisational and time management skills
- Prepared to listen to different perspective and engages others to develop solutions
- Demonstrates openness, enthusiasm, and engagement.
- Commitment to high standards of excellence and high personal integrity.
- High level of independence and initiative while working effectively as part of a team.
- Flexible and adaptable; able to work in ambiguous situations.
- Creativity, innovation, and the ability to think 'out-of-the-box' in problem solving.
- Integrity, discretion, and resilience.



# EVERYDAY LEADERSHIP BEHAVIOURS

WE'RE OUT  
HERE TOO.

  
Farmlands



# THE FOUR BEHAVIOURS OF EVERYDAY LEADERSHIP

We've identified 4 leadership behaviours that we know make the best Farmlands leaders. Different roles across the co-operative require us to approach each aspect in slightly different way, and you'll see on the next pages the different leadership levels and how they all fit together.

## Create

### Create Clarity

**Understand the bigger picture** – you understand our vision, strategy and plans. You know what's expected of you and how you should deliver this. And, if you don't know, you take steps to find out.

**Have a plan** – you establish a vision and course of action that's aligned to our strategy. You help others connect the dots between our vision and strategy and where they fit in achieving this. You can describe what success looks like and provide a sense of direction for others, even during times of ambiguity.

**Clarify the 'why'** – you make clear how activities and decisions benefit the customer and the co-operative. You provide further context where further buy-in or prioritisation is needed to help overcome resistance.

## Connect

### Build Connections

**Forge connections** – you have strong relationships with the people around you, your customers and communities. You look outside of your immediate team to create connections with the people and teams across the business who have an influence or impact on your work. You seek broader perspectives to generate insights and opportunities.

**Create purpose and belonging** – you create meaning for your team by uniting them around a common goal. You're authentic and prepared to be vulnerable. You promote diversity and allow others to express themselves and for all voices to be heard equally.

**Take people with you** – you inspire people through your energy, commitment to our business and enthusiasm for the future. You listen, seek feedback from a range of sources and involve others in your decision making, without compromising pace. You lead by example through consistency and demonstrating the Farmlands Leadership behaviours.

## Deliver

### Deliver Results

**Create structure** – you plan ahead and create the structures and work routines to get things done. You make use of the systems and technology available to you. You're agile and look to work in new ways.

**Think and act like an owner** – you take responsibility for your performance and delivering to a high standard. You tenaciously pursue the right outcomes and don't confuse activity with results. If you lead people, you set clear expectations for every team member.

**Insights driven** – you understand the commercial aspects of your role and make decisions based on data and insights. You draw from new sources of information to generate ideas, seeking to innovate, disrupt and change. You are focused on building a stronger organisation tomorrow than today.

## Grow

### Grow Self, Grow Others

**Have a growth mindset** – your resilience helps you embrace change, persist through challenges and learn from feedback. You are curious and have flexibility of thought and perspective. You know your strengths and opportunities, actively engage in self-development and take time to reflect and apply learnings.

**Develop capability** – you coach others to build capability and achieve their potential. You know your team, their aspirations and support them to learn, grow and take ownership of their development.

**Get out of the way** – you empower others by delegating and creating space for them to do their best work, trusting them to deliver and providing support where required. You make it safe for others to try new things and learn from mistakes.

# HOW THIS SHOWS UP IN EVERYDAY BEHAVIOUR (LEAD SELF)

Create	Connect	Deliver	Grow
Create Clarity	Build Connections	Deliver Results	Grow Self, Grow Others
<p><i>By understanding your role and how it contributes to the bigger picture you will make the right decisions.</i></p> <p><b>Align with the bigger picture</b></p> <ul style="list-style-type: none"> <li>• Work is directly aligned with our vision, strategy and plans.</li> <li>• Know what's expected and how to deliver.</li> </ul> <p><b>Have a plan</b></p> <ul style="list-style-type: none"> <li>• Have a vision and course of action that's aligned to our strategy.</li> <li>• Help others understand how they fit in.</li> </ul> <p><b>Clarify the 'why'</b></p> <ul style="list-style-type: none"> <li>• Understand and make it clear how activities and decisions benefit the customer and the co-operative.</li> </ul>	<p><i>You have strong relationships with your team and the people you work alongside to achieve success in your role.</i></p> <p><b>Forge connections</b></p> <ul style="list-style-type: none"> <li>• Create strong relationships with others.</li> </ul> <p><b>Create purpose and belonging</b></p> <ul style="list-style-type: none"> <li>• You and your team are united around a common goal.</li> <li>• Promote diversity and allow others to express themselves.</li> </ul> <p><b>Take people with you</b></p> <ul style="list-style-type: none"> <li>• Inspire people through your energy, commitment and enthusiasm</li> <li>• Consider information from a range of sources in decision making.</li> </ul>	<p><i>You deliver to the expectations of your role.</i></p> <p><b>Create structure</b></p> <ul style="list-style-type: none"> <li>• Plan and create structure to get things done.</li> <li>• Be agile and look to work in new ways.</li> </ul> <p><b>Enable performance</b></p> <ul style="list-style-type: none"> <li>• Take responsibility for your performance and deliver to a high standard.</li> </ul> <p><b>Think about the business</b></p> <ul style="list-style-type: none"> <li>• Think and make decisions with a commercial lens.</li> <li>• Seek new information focused on building a stronger Farmlands.</li> </ul>	<p><i>Being agile and resilient, listening and responding to feedback, and putting in the effort.</i></p> <p><b>Apply a growth mindset</b></p> <ul style="list-style-type: none"> <li>• Be agile, persist through challenges and learn from feedback.</li> <li>• Actively engage in self -development and apply learnings.</li> </ul> <p><b>Develop capability</b></p> <ul style="list-style-type: none"> <li>• Coach others to build capability and achieve their potential.</li> <li>• Know and support others to take ownership of their development.</li> </ul> <p><b>Get out of the way</b></p> <ul style="list-style-type: none"> <li>• Empower others by creating space for them to do their best work.</li> <li>• Make it safe for others to try new things and learn from mistakes.</li> </ul>