

POSITION DESCRIPTION

Position	Property and Facilities Manager
Reports to:	Property and Facilities Team Manager
Key Relationships:	All tenants, peers, customers and staff of Cooper and Company and Britomart Group Management

Place of Work

Britomart Precinct – Auckland

Role Overview

This role within the Operations Management Team has responsibility for a portfolio of Commercial buildings within the Britomart Precinct. The role is a combination of physical building management, tenant liaison, technical planned maintenance and procurement of services, technical regulatory building compliance and in particular Health and Safety management. Whilst all Leasing and rental management is performed by a separate team within the organisation, you will work closely with the Leasing team on any new tenant fit-outs and tenant relocations as they occur throughout the Precinct.

There will be an emphasis on management of specific building operating expenditure and credible, accurate, timely and concise information to assist in business decision-making and analysis of key data.

The type of tenancy mix ranges from high-end commercial office, luxury retail and Auckland's leading food and beverage operators. Britomart Group consistently strives to deliver a 5 Star service to all users of Britomart.

As an integral member of this Operational Management Team, you will play a lead role in Britomart's Risk Management and Health & Safety management across all disciplines of the physical building assets. You will have a sound understanding of New Zealand's current and new work place safety Laws. It is important that we continue to have "a Zero Harm" culture at Britomart.

The right person for this role may not have all the specific skills and attributes identified as a requirement within this job description, but will instead demonstrate an exceptionally high level of motivation and drive, with a thirst for learning and personal development. Training and development will be encouraged as part of the role enabling them to perform the following tasks with the highest efficiency and competence:

- Continual improvement and development of property and facilities management services, reporting systems and upkeep of "As Built" drawings, operational and technical manuals, technical filing system and process improvements. Focus on enhancing visibility and accessibility of key information for business users and other internal departments within Britomart.
- Ongoing management of technical third party service contracts to ensure the contractors are meeting their set KPI's for the following systems: Lifts, Escalators, Electrical, Generators, Heating Ventilation and Air Conditioning Services, Water Treatment, Hydraulic, Fire, Building Maintenance Units, Anchor Points, Electronic Building Controls Systems i.e. BMS, Access

Control Access Control Systems, Emergency Lighting, Schindler Miconic 10 controls and accessibility & building safety systems.

- Delivery on agreed sustainability and energy management targets.
- Managing the technical components involved with Statutory Compliance maintenance management and ensure all Building Warrant of Fitness 12A Certificates are received within 20 days of their expiry dates.
- Support the Development team with base building engineering and building services operational design reviews as and when required.
- Witness commissioning and testing of new and refurbished developments as each project leads toward Practical Completion.
- Assist with setting up of new business operations and to ensure smooth transition occurs for incoming tenants for new buildings.
- Assist the Development team with the management of warranty, service management and the defects process post Practical Completion for each new / refurbished project.
- Coordinate and review tenant fitout and alteration works from a Landlord perspective. Issue copies of the landlord letter of approval, upkeep and issuing of the landlords fitout and alterations guidelines, building rules, and if required enforce these landlord policies and rules.
- Attend project design meetings and provide technical support to the project team as and when required.
- Liaise with building tenants over requests that require input from a technical perspective in order to resolve building services issues quickly and in agreed time frames.
- Managing business continuity planning and de-risk management for the business from a technical perspective.
- Assist with the procurement of building services contracts and the ongoing management and delivery of high quality services to our tenants from third party service providers.
- Assist with the preparation of annual operating cost budgets and also the preparation of forward planning long term maintenance budgets.
- Liaise and coordinate with Britomart's financial department over monthly budget tracking and general inquiries.
- Carry out general property and facilities management administration duties / invoicing approvals.
- Other projects / activities as required.