

Job profile

Position title	Asset & Compliance Manager
Division:	Central Support Services
Location:	Christchurch, Papanui Office
Responsible to:	Executive Director
Date approved:	July 2024
Delegated authority	As per policy on Authority Levels and Delegated Authorities
Staff Responsibilities	Maintenance coordinator (employed) and contract staff
Hours	40 hours per week

The Mission

The Christchurch Methodist Mission is the social services agency of the Methodist Church of New Zealand with responsibility for services through the upper South Island, but in particular, in Canterbury.

Our Vision

A socially just and inclusive society in which all people flourish.

Our Mission

To promote and enhance the dignity of all people through:

- Providing compassionate care, support and empowerment of those most vulnerable in our community
- Building communities, neighbourhoods and a wider society that are fair and inclusive
- Challenging injustice and promoting hope.

'Cycles of Hope®'

Christchurch Methodist Mission is committed to promoting 'cycles of hope' by actively addressing not only the effects, but also the causes of injustice and social and economic disadvantage.

Our Values

- Tumanako (Hope)- Believing that change is possible
- Whakaute (Respect)- For people, and every person's unique value
- Hei kaikōrero mō te tika me te mana taurite (Social Justice)- Inequality, unfairness and exclusion will be challenged
- Ngākau pono (Integrity)- Actions speak louder than words
- Mahi tahi (Partnership); Strength is found in cooperation
- Whakamana (Empowerment)- Recognising and enhancing the mana in all people
- Whakakauka (Sustainability)- Responding to the challenges of climate change

Purpose of Position

The purpose of this position is to manage the physical assets of the Christchurch Methodist Mission and ensure that they are compliant with legislation and regulations. A robust, data-informed asset management plan will serve as the foundation for managing contracts, designing and leading maintenance/capital work programs. The ability to manage reactive maintenance with efficacy while leading maintenance staff, contracted services, and balancing the strategic elements of this role will be key to excelling in this role.

Asset & Compliance Manager

High Level Responsibilities	Skills & Experience
<ul style="list-style-type: none"> ▪ Manage the development of CMM's strategic asset management plan ▪ Determine the proposed annual budgets for reactive, planned and preventative maintenance ▪ Negotiate and oversee maintenance/capital work contracts ▪ Supervise maintenance activities, including reactive, planned and preventative works ▪ Maintain accurate records of the CMM property database and files ▪ Maintain building systems, procedures and registers to ensure compliance with all relevant regulatory and legislative requirements ▪ Oversee the reactive maintenance system ▪ Management of CMM's fleet across Christchurch, West Coast and Blenheim ▪ Provide line management to the Maintenance Coordinator and manage the engagement of external contractors ▪ Serve on CMM's committees and working groups as required, including the Health and Safety Committee ▪ Ensure newly constructed properties or those with major repairs, are received in accordance with contracted specifications and standards, and are monitored during their warranty period ▪ Other projects as instructed by the Executive Director 	<ul style="list-style-type: none"> ▪ Proficiency in managing significant housing/property portfolios ▪ Skilled at developing and delivering maintenance and upgrade programs to ensure assets are optimized and fit for purpose ▪ Expertise in negotiating and overseeing contracts, achieving favourable terms and outcomes ▪ Demonstrated ability to manage financial resources effectively to deliver maximum value for investments ▪ Exceptional resilience and capacity to excel under pressure, ensuring operational continuity even in challenging circumstances ▪ Proven ability in forecasting, budget management, and financial reporting ensuring financial health and accountability ▪ Adept verbal and written communication skills and advanced proficiency in Microsoft Office applications ▪ Experience with SPM asset management software ▪ Proven experience implementing company health and safety policies and initiating procedures, including identification of hazards and appropriate actions to eliminate/mitigate risk
	<p>Qualifications</p> <ul style="list-style-type: none"> ▪ Relevant tertiary qualification in property management or equivalent experience ▪ Trade or Engineering Qualification (desirable but not essential) ▪ Full Clean NZ Drivers Licence

Performance Indicators

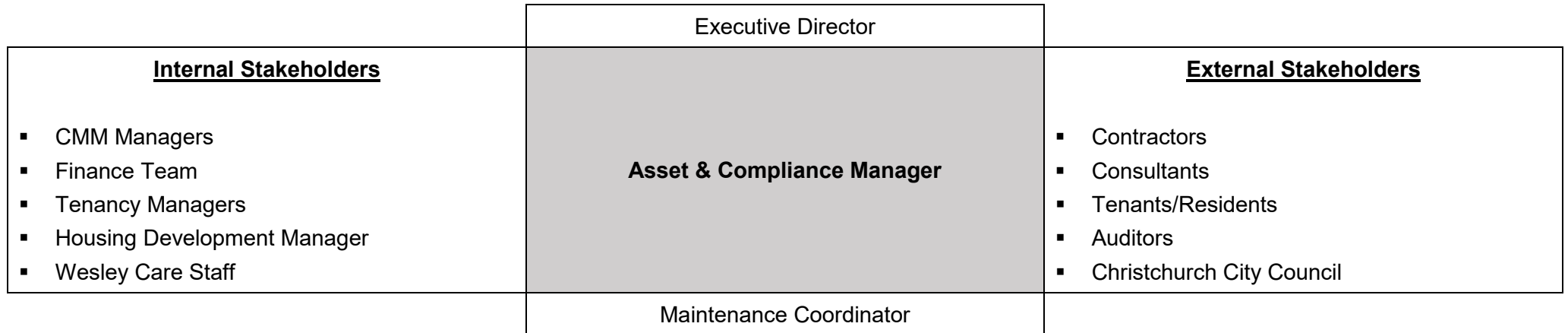
Key Metrics	Performance Description
Budget Management	<ul style="list-style-type: none"> ▪ Work with the Finance Manager to determine the proposed annual programs and budgets for reactive, planned and preventative maintenance ▪ Approve and process invoices within delegated authority in a timely manner ▪ Manage maintenance and capital budgets throughout the year ensuring solutions are delivered within approved budget constraints and/or escalate as required
Stakeholder Management	<ul style="list-style-type: none"> ▪ Foster productive and close working relationships with internal stakeholders to ensure seamless service delivery ▪ Maintain effective relationships with key contractors and relevant external stakeholders ▪ Establish, attend and contribute to regular meetings as required
Relationship Management	<ul style="list-style-type: none"> ▪ Maintain strong working relationships with Managers of CMM and be responsive to their request for asset support ▪ Work closely with the Tenancy Managers of the CMM's housing divisions ensuring the best outcomes for tenants
Asset Management	<ul style="list-style-type: none"> ▪ Develop, maintain and report against a strategic asset management plan ▪ Undertake condition surveys of property and update SPM database to inform delivery plans ▪ Initiate, resolve and supervise reactive maintenance requests promptly ▪ Develop and deliver preventative scheduled maintenance programs ▪ Prepare capital expenditure reports in preparation for approval by the Executive Director ▪ Oversee CMM's fleet ensuring all vehicles are safe and fit for purchase, insurance claims are processed in a timely manner, and lead negotiations for insurance premiums annually ▪ Support and provide technical advice to the Housing Development Manager
Regulatory Compliance	<ul style="list-style-type: none"> ▪ Take ownership of CMM's annual Building Warrant of Fitness requirements ensuring all procedures are followed, all building owner and IQP checks are completed, and compliance is achieved ▪ Actively participate in various CMM audits as required
Management & Reporting	<ul style="list-style-type: none"> ▪ Be a key point for escalations. Where necessary, take ownership of complex issues working collaboratively across the business and with key stakeholders to resolve ▪ Effectively identify and escalate risks (including ideas to reduce risk) to the Executive Director ▪ Oversee and monitor the effective scheduling of contracted works and completions to ensure business excellence
Health & Safety	<ul style="list-style-type: none"> ▪ All health & safety hazards & risks are reported immediately, and remedial measures are implemented as soon as reasonably practicable ▪ Role models and actively participates health & safety initiatives across the business ▪ Ensures that all Contractors are complying with their and CMM's health and safety plans ▪ The requirements of the Health & Safety at Work Act is adhered to in conjunction with CMM's health and safety policy

Personal Qualities

Competency	Behaviour
Leadership	<ul style="list-style-type: none"> ▪ Supports a culture that is consistent with the organisation's strategic goals ▪ Communicates the organisations vision and values and role models the behaviours required to achieve it ▪ Creates and builds a culture that is supportive and builds organisational capability ▪ Promotes high quality care for residents and tenants. Demonstrates a commitment to understanding and meeting residents' and tenants' expectations and delivering a high-quality service ▪ Provides exceptional line management to the Maintenance Coordinator
Priority Setting	<ul style="list-style-type: none"> ▪ Spends time on what is important ▪ Ability to efficiently identify what will assist or hinder accomplishing goals ▪ Creates focus and eliminates road blocks
Working Autonomously	<ul style="list-style-type: none"> ▪ In most instances can perform to expected standards with little support/guidance ▪ Independent and a self-starter ▪ Proficient at anticipating work that needs to be done. The identified work is right and is completed the correct way
Working Collaboratively with Others	<ul style="list-style-type: none"> ▪ Work positively with Managers of CMM's various services, supporting them in their management of assets ▪ Be available and supportive of other colleagues such as Tenancy Managers. ▪ Work closely with the Finance Manager in the setting of budget and expenditure.
Quality Decisions	<ul style="list-style-type: none"> ▪ Makes well informed decisions based on a mixture of analysis, experience and judgement ▪ Sought by others for advice and solutions
Written & Verbal Communications	<ul style="list-style-type: none"> ▪ Communicates concisely and succinctly in a variety of communication settings, styles, and audiences ▪ Ability to articulate thoughts and ideas that are easily understood and have the desired effect
Innovation	<ul style="list-style-type: none"> ▪ Actively looks for improvement and contributes to their development and implementation ▪ Demonstrates enthusiasm for improvement of themselves and those around them
Resilience & Adaptability	<ul style="list-style-type: none"> ▪ Responds quickly and flexibly to work demands by the organisation ▪ Maintains an awareness of potential stressors, prioritises and stays calm under pressure

Cultural	<ul style="list-style-type: none"> ▪ Demonstrate a commitment to learning te ao Māori, Te Tiriti o Waitangi and te reo Māori while supporting others to do the same ▪ The ability and desire to show cultural sensitivity, awareness and understanding of diversity. This includes reinforcing culturally sensitive behavior, being responsive to Māori and other cultural groups.
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Key Relationships



	Signed:	Date:
Employer		
Employee		