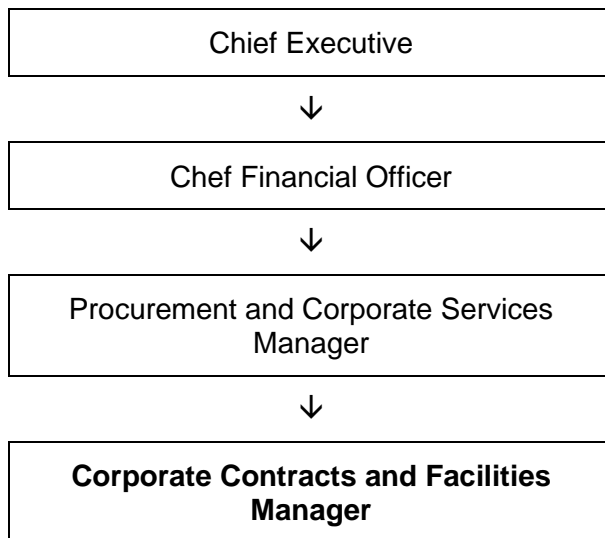


## POSITION DESCRIPTION

<b>Position:</b>	<b>Corporate Contracts and Facilities Manager</b>
<b>Team:</b>	Procurement and Corporate Services
<b>Group:</b>	Finance and Procurement
<b>Responsible To:</b>	Procurement and Corporate Services Manager
<b>Responsible For:</b>	Building Administrator, Internal Courier, Fleet Coordinator
<b>Organisational Context:</b>	



# **Tirohanga Whānui - Council's Vision for the Community**

Heretaunga Whenua Houkura, Heretaunga Hapori Ora  
Fertile Land, Prosperous People

## **Kaupapa Mātāmua - Our Organisational Mission**

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki  
Working for our people and our place, today and tomorrow

## **Ngā Uara – Our Values**

### **Te Mahi Tahi - Working Together**

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

### **Mana Tangata - Respecting Others**

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

### **Te Whakaaweawe - Making a Difference**

- We strive for excellence
- We are all accountable
- We serve our community with pride

### **Oranga Tangata - Supporting Wellbeing**

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

## **Working effectively with Māori**

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

## **Context**

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Well beings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

## Purpose of Position

**This role is part of the Finance and Procurement Group. This Group includes Procurement and Corporate Services and Finance.**

**The purpose of this position is to ensure the efficient operation of the Central Administration Buildings, management of HDC fleet of vehicles and Corporate Contracts by:**

- Managing Corporate contracts
- Effectively oversee the management of HDC Fleet of vehicles
- Developing and implementing facility activity plans.
- Managing maintenance activities and improvement projects.
- Managing facility administration support services.
- Ensuring site safety and security (primary key holder).

## Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
  - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
  - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
  - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

## **Key work areas for which this position will have a responsibility are:**

### **Corporate Contracts**

- Manage key corporate contracts including energy, cleaning, sanitary services, office supplies, fleet
- Monitor supplier performance and ensure value for money
- Negotiate renewals and variations
- Maintain contract documentation
- Lead procurement activity as required in line with policy

### **Fleet Management**

- Oversee and ensure efficient use of the Council vehicle fleet
- Monitor fleet utilisation, costs, and optimise vehicle allocation
- Develop and implement policies for fleet usage and sustainability
- Manage compliance, maintenance schedules, and replacement planning

### **Activity Planning**

- Develop and maintain activity plans facility plans in consultation with all stakeholders.
- Develop facility budgets and manage expenditure to budget.
- Maintain emergency plans and evacuation procedures.
- Oversee lease management (renewals, rent reviews).

### **Building Maintenance and Improvement**

- Ensure operation of all building compliance systems, particularly the fire system.
- Manage emergency response and evacuations including regular fire drills.
- Manage building and office upgrade projects.
- Ensure there is a process for repair of faults or failures with suitable contractors.
- Manage contractors and inspecting completed jobs.
- Inspecting the building frequently for signs of damage or wear.
- Oversee the documentation and training of safe working practices.

### **Facility Administration Services**

- Manage delivery of suitable cleaning services.
- Manage delivery of internal Courier services.
- Support catering for Council and related meetings.
- Managing purchasing of consumables for the administration buildings.

## Site Safety and Security

- Manage building security systems, including programming of the access control system and responsible use of CCTV.
- Maintaining a safe environment with proper lighting, signage, and accessibility.
- Facilitate after-hours access when required.

## Staff Management:

Facilitate the development of a high performing, motivated, result-driven and customer-focussed team:

- Provide strong leadership.
- Conduct team meetings.
- Lead by example.

## Important Functional Relationships

### External

General Public  
Contractors (e.g. Plumbers,  
Electricians, Builders etc)  
Caterers  
Goods suppliers  
Couriers  
After hour Service providers  
Cleaners

### Internal

All staff

### Committees/Groups

Council  
Health and Safety

# Person Specification

## Qualifications

- Diploma or Degree in Facilities Management, Business Administration, or related field (desirable)
- Qualification in Project Management (advantageous)

## Knowledge/Experience

- Facility management experience, including management of leases.
- Contract management experience
- Understanding of fleet management practices
- Experience working with budgets and procurement
- Familiarity with emergency procedures and evaluation planning
- Health & Safety management

## Key Personal Competencies

- Security awareness / conscious
- High attention to detail and organisation
- Excellent communication and interpersonal skills
- Proactive problem solver
- Strong customer service ethic
- Solid computer and systems skills

## Personal Attributes

- Professional, honest, and reliable
- Ability to work independently and collaboratively
- Calm under pressure and solution-focused
- Commitment to continuous improvement