Title: Portfolio Manager

Business Group: Crown Property

Reports to: Manager Land and Property

Location: Wellington or Christchurch

About LINZ and your team

Land Information New Zealand (LINZ) makes sure New Zealand has accurate information about where people and places are, that people have confidence in their property rights and Crown property is well managed for future generations.

Our responsibilities include managing land titles, geodetic and cadastral survey systems, topographic information, hydrographic information, managing Crown property and supporting government decision making around foreign ownership.

The Crown Property group provides the leadership and direction for Crown property, looking for opportunities to maximise these assets for the benefit of New Zealanders. Day-to-day, we manage about two million hectares of Crown land. This includes surplus crown assets, commercial and residential properties, pastoral leases and forestry licences. We administer Crown property management, acquisitions and disposals, biosecurity and Crown forest licenses. We contribute to the long term recovery and regeneration of Christchurch.

Our BEST Values

Our BEST values underpin everything we do:

- **Bold**: We take personal responsibility to be better every day. We're courageous, agile and unafraid to fail.
- **Expert**: We’re among the best in the world, but never take that for granted. We’re passionate about reaching our potential.
- **Stronger Together**: Manaaki connects us. Our diversity is our strength. We back each other, challenge and keep each other safe.
Your purpose at LINZ

The group has responsibility for the land management of 2 million hectares of the Crown Estate worth $1 billion comprising 16,000 properties, including 8,000 in the Christchurch Residential Red Zone (RRZ) and 1,000 on behalf of other government agencies.


Portfolio Managers are responsible for undertaking core land and property management functions for LINZ managed properties and other land managed on behalf of other government agencies.

Work associated with this role includes research and critical analysis, project management, third party supplier contract management, reporting and day to day decision making related to the portfolio.

What you’ll do

Key accountabilities

- Develop a solid understanding of allocated portfolio property characteristics, monitoring condition, identifying risks and hazards and scoping remedial work requirements.
- Oversee the work of contracted third party suppliers to undertake assigned activities (engaging additional providers as required).
- Support the delivery of the team functions in accordance with operational policies, practices and processes.
- Manage and exercise delegations in respect of land ownership e.g. lease extensions and acceptance of offers to purchase.
- Undertake relevant engagement in respect of allocated properties, as the “lead” who has a comprehensive understanding of a specific property’s issues and opportunities.
- Engage with colleagues in other teams to identify opportunities for improving services.
- Actively contributing to the development of Crown Property portfolio understanding and management practices.
- Providing input into Ministerial and Parliamentary Questions and Official Information Act requests.
- Assessing and managing risk arising from the Crown Estate property portfolios under LINZ management.
- Provide a safe and healthy work environment by protecting the wellbeing and safety of all of our people, in whatever capacity they work for LINZ, or engage with LINZ. This includes managing work-related health and safety risks and adhering to the obligations under the Health and Safety at Work Act 2015.
### Who you’ll work with

**Direct reports**
- None

**Key working relationships**
- Crown Property Managers and staff
- Commissioner of Crown Lands and Regulatory team
- Colleagues in LINZ including Management Accountant and Supplier Relationship Manager
- Iwi/Maori representatives
- Stakeholder and interest groups
- Customers including client agencies
- Contractors and suppliers
- Other Crown Agencies and Non Government Organisations

### What you’ll bring to LINZ

**Qualifications and experience**
- In-depth knowledge of land and property management, ideally in one of the following disciplines (desirable); Acquisitions, Asset Management, Disposal, Treaty Settlements, Pastoral Management, Demolition Management
- Experience of proactively identifying opportunities and improvements to the way land and property is managed
- Able to translate complex technical matters into high quality, well-structured written documents and verbal advice
- Experience managing projects and contracts with suppliers
- Experience of working, and making decisions, in a rules based framework
- Financial management and administrative skills
- Acts and makes decisions based on an understanding of the whole situation – PESTLE (Political, Economic, Societal, Technological, Legal and Environmental).
- Can manage multiple projects / tasks at the same time.
- Ability to follow and improve, policies, practices, procedures and systems
- Strong customer focus – desire to understand the needs of customers and ability able to engage effectively.

### Your leadership competencies

Everyone has an important leadership role to play at LINZ. The Leadership Success Profile describes the leadership competencies that will enable you to be successful in your role, align with our BEST values and help LINZ to be a high performing organisation.

**Leadership competencies for everyone at LINZ**

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<thead>
<tr>
<th>BEST leadership competencies</th>
<th>How you bring your BEST</th>
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| Achieving ambitious goals   | Demonstrate achievement, drive, ambition, optimism, and delivery-focus; to make things happen and achieve ambitious outcomes. | • Working with pace and urgency
                                                      • Making things happen
                                                      • Being passionate about driving success
                                                      • Celebrating achievements |
| Engaging Others         | Connect with and inspire people; to build a highly motivated and engaged workforce. | • Showing care and respect for others  
• Valuing diversity  
• Backing others to succeed |
|------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Resilient              | Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus. | • Being optimistic  
• Demonstrating composure  
• Being open to failure and learning from it |

### Leadership competencies for your role

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| **Self-aware and agile**     | Leverage self awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people. | • Owning own development  
• Asking others for feedback  
• Being adaptable, agile and dynamic |
| **Managing work priorities** | Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of their role. | • Influencing up, down and across  
• Sharing skills and knowledge  
• Being an champion of change |
| **Curious**                 | Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for purpose decisions. | • Questioning things  
• Asking "what could we do?"  
• Seeking ideas and input from others |

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<tr>
<th>HR Delegation</th>
<th>Financial Delegation</th>
<th>Position Description last updated</th>
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<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>Aug 2018</td>
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Refer to LINZ Delegations documentation for further information