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Invercargill City Council | Manager – Property, Facilities and Fleet

Position Description and
Additional Information

28 August 2026



Position Description

Position Title:	Manager – Property, Facilities and Fleet
Reports To:	Group Manager – Corporate Services
Responsible For:	4 Direct Reports 7 Indirect Reports
Group and Team:	Corporate Services – Property, Facilities and Fleet
Children’s Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To provide strategic leadership, oversee the performance of Invercargill City Council’s property, facilities and fleet function including all investment property and surplus land, ensuring the operating model supports safe, compliant, fit-for-purpose and financially sustainable assets. Provide whole-of-function leadership, resolve competing priorities, strengthen alignment between facilities, operations and asset planning, and ensure Council’s property investments deliver long-term service and community value.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Leadership

- Lead, coach and motivate team members, promoting employee engagement with constructive feedback, openness, acknowledgement and trust.
- Ensure a workplace culture of shared ideas, problem solving and mutual support within and across teams that empowers others to achieve results that are responsive, business like, well planned, safe and successful.
- Meet organisation goals through the proactive and consistent application of performance and development processes; in accordance with Council's Performance and Remuneration Framework.
- Promptly address concerns relating to the performance of team members so that an appropriate support/development plan can be put in place.

Strategic Leadership

- Provide expert advice to ELT on asset planning, lifecycle management, and investment priorities to enable them to make decisions on strategic direction.
- Develop and implement approved strategies for property, facilities, and fleet management that support Council's strategic goals.
- Lead continuous improvement initiatives to enhance service delivery.

Function Performance and Coordination

- Provide whole-of-function oversight of Council's property (including investment property and surplus land), facilities and fleet operating model, ensuring clear accountabilities, decision rights and escalation pathways are in place across commercial, community, housing and fleet activities.
- Ensure safe, compliant and fit-for-purpose facilities by defining performance expectations, monitoring risk and service outcomes, and ensuring issues are escalated and resolved at the appropriate level.
- Oversee fleet strategy and performance to ensure utilisation, cost, risk and environmental outcomes are aligned with Council priorities and long-term financial planning.
- Ensure capital, maintenance and renewal priorities are aligned across property (including investment property and surplus land), facilities, fleet and asset planning, with clear handoffs between portfolio owners, operational delivery roles and asset management roles.
- Implement agreed strategic direction for corporate and community facilities so that service standards, compliance expectations, user experience and asset outcomes are clear across the portfolio.
- Oversee the maintenance planning framework and overall maintenance performance, ensuring risks, service impacts and renewal needs are visible and appropriately escalated into asset planning and funding decisions.
- Drive consistency and continuous improvement in facilities management practices, systems, and service standards across the portfolio, embedding energy efficiency and business continuity.
- Ensure contractor and service provider arrangements support agreed Council priorities, risk settings, value-for-money expectations and service outcomes.
- Monitor performance, compliance and customer satisfaction, using insights to inform improvements and recommendations for investment decisions.

Asset Management

- Manage Council's property assets (including investment property and surplus land) in line with organisational strategy and Long-Term Plan priorities.

- Provide strategic oversight of property asset management plans, ensuring asset condition, lifecycle planning, renewal priorities and investment decisions are aligned with Council's Long-Term Plan, risk appetite and service priorities.
- Provide expert advice and recommendations on property investment, renewal and rationalisation decisions, balancing service needs, risk and financial sustainability.
- Ensure asset information and reporting provide reliable evidence for prioritisation, investment recommendations and portfolio planning.
- Ensure asset information, reporting and governance arrangements provide reliable evidence for prioritisation, investment decisions and long-term portfolio planning. Lift asset management maturity and ensure alignment with best practice (e.g. NAMS/ISO standards where applicable).

Property

- Recommend strategic direction for Council's property portfolio, including community housing, investment property, surplus land, commercial properties and leasing arrangements, to support executive leadership to make portfolio decisions that support Council's financial, service and community outcomes.
- In conjunction with the group manager, oversee the policy settings, performance expectations and escalation pathways for tenancy and lease management, ensuring commercial outcomes are balanced with community and social objectives.
- Lead the optimisation of the property portfolio, identifying opportunities to improve utilisation, performance, and value.
- Ensure compliance risks across the property portfolio are understood, managed and escalated appropriately, including obligations relating to social housing, leasing, public assets and Council policy.
- Maintain effective relationships with key internal and external stakeholders, ensuring significant property, tenancy, community and service delivery issues are resolved or escalated through the appropriate pathway.

Communications and Stakeholder Engagement

- Build and maintain strong internal relationships across Council including senior leadership.
- Facilitate effective communication across stakeholders, ensuring alignment on priorities, timelines, and impacts of activities.
- Support governance forums with robust insights and regular reporting to enable informed decision-making.
- Liaise with government departments, regulators, audit or compliance agencies and housing-related agencies around compliance assurance, policy alignment, risk, reporting, or service level outcomes.
- Develop or continue active membership with associations and/or committees in the industry or business community.

Financial Management

- Ensure the effective financial management of activities and budgets under your control in accordance with Council guidelines, timelines and delegated responsibilities.
- Clearly set out the relationship between the LTP and the Council's Annual Plan, and such plans and strategies in reports recommended to the Group Manager.
- Ensure a professional and well considered business case is presented when requesting a change in resource requirements.

Note: Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

What You Will Bring

The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

Education and Qualifications

Essential:

Bachelor's Degree property, facilities management, engineering, asset management, or a related discipline

Current full NZ drivers licence

Desirable:

Professional membership (e.g. Property Institute of New Zealand (PINZ), Facilities Management Association of New Zealand (FMANZ), Engineering New Zealand, or similar)

Asset or facilities management certification

Knowledge, Skills and Experience

Essential:

Minimum 10 years experience in property, facilities management, or asset-intensive environments, ideally within local government or the public sector, with significant leadership experience including at least three years experience managing employees

Strong leadership capability, with the ability to integrate facilities management, property operations, and asset management into a cohesive, high-performing function

Commercially astute, with the ability to balance financial performance, service delivery, and community outcomes across a diverse property portfolio

Strong understanding of facilities management practices, including maintenance planning, compliance, and contractor management

Strategic asset management capability, including lifecycle planning, renewals, and investment decision-making

Highly developed stakeholder engagement and influencing skills, with the ability to work effectively across Council, with tenants, and external partners

Sound analytical and problem-solving skills, with the ability to use data and insights to inform decisions and drive continuous improvement

Proven experience managing diverse property portfolios, including commercial, community, and/or social housing assets

Team player with the ability to work with colleagues to achieve results

Experience overseeing maintenance programmes, contractor performance, and compliance requirements across multiple sites

Demonstrated experience in asset management planning and contributing to long-term investment decisions

Experience working with a broad range of stakeholders, including internal teams, tenants, contractors, and community organisations

Desirable:

Experience within New Zealand local government or the wider public sector

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.

Our Process



OUTREACH AND ADVERTISING | Applications close Monday 21st September

Potential candidates identified through targeted search; applications reviewed and responded to.



APPLICANT SCREENING | Mid to late September

Initial screening of applications as they are received. This may include a discussion with candidates about their motivations for applying. We aim to run a timely and efficient process.



SELECTING AND SHORTLISTING | Early October

Once the role has closed our team will present the most qualified candidates to the client. Within this period, all applicants will receive notification of the status of their application.



CANDIDATE INTERVIEWS | Early October

Decipher Group prioritises a robust and consistent interview framework, based on a behavioural and competency-based assessment. Candidates will be advised of the interview structure and who will be present on the panel. All interviewed candidates will receive prompt feedback and will be advised of next steps once we have debriefed with the interview panel.



VETTING AND DUE DILIGENCE | Mid October

We conduct thorough background checks and referencing to further assess competencies of preferred candidate/s. Decipher Group utilises a third-party provider for pre-employment and probity checks such as criminal history, qualification, employment history and bankruptcy. Our team will notify you in advance prior to us contacting your referees. Throughout the entire process, candidate confidentiality and privacy remain an absolute priority.



DECISION AND ONBOARDING | Mid October

Following a rigorous evaluation, a conditional offer of employment will be made, subject to the completion of the above stage. Our team will communicate regularly with both the client and the successful candidate during this period. At the conclusion of the recruitment process, all remaining candidates will be notified, with the opportunity for feedback.

Manager – Property, Facilities & Fleet

- Lead a diverse asset portfolio
- Transform facilities and property performance
- Build a genuine service culture

Lead the assets that help a city work

Invercargill City Council (ICC) manages a diverse portfolio of property, facilities and fleet assets that support Council services and the wider community every day.

ICC is now looking for an experienced Manager – Property, Facilities & Fleet to bring these activities together as a cohesive, high-performing function – strengthening asset performance, lifting facilities management practice and building a culture focused on service, collaboration and partnership.

This is an opportunity to influence not only how ICC looks after its assets today, but how they are planned, invested in and positioned for the future. Sound like you?

About the Role

Reporting to the Group Manager – Corporate Services, you will provide strategic and operational leadership across ICC's property, facilities and fleet portfolio, leading a team spanning facilities management, property and fleet operations and property asset management.

The portfolio is broad. It includes corporate and community facilities, investment property and surplus land, commercial and leasing arrangements, community housing and Council's vehicle fleet.

Your focus will be on creating an integrated and commercially astute function – ensuring assets are safe, compliant, fit for purpose and financially sustainable while balancing Council's service, financial and community objectives.

You will lead improvements in facilities management and maintenance planning; strengthen asset management and lifecycle planning; oversee property and investment decisions; improve fleet management capability; and provide trusted advice to senior leadership on priorities, risk and investment.

Just as importantly, you will lead a cultural shift within the function – creating a team that sees itself as an enabler and partner to the wider organisation and delivers responsive, practical and customer-focused support.

About you

We are looking for an experienced property or facilities leader with the breadth, judgement and people leadership capability to bring several interconnected functions together.

Your background is likely to include substantial facilities management experience alongside exposure to property, asset management, maintenance programmes and contractor management. You may currently be leading a function within a larger organisation or operating at manager level within a smaller, asset-intensive environment.

You will bring:

- Significant experience across facilities, property or asset-intensive environments.
- Strong facilities management capability, including maintenance, compliance and contractor performance.
- Proven people leadership and the ability to build an engaged, collaborative and service-focused team.
- Commercial judgement and an understanding of lifecycle planning, investment and asset performance.
- The ability to manage a diverse property portfolio and balance commercial, community and service outcomes.
- Strong stakeholder management, influencing and problem-solving capability.
- A relevant tertiary qualification in property, facilities management, engineering, asset management or a related discipline.

Experience in the wider public sector would be advantageous but is not essential. Above all, you will be someone who can bring people with you – setting clear expectations, challenging established ways of working and creating a function that the wider organisation values and trusts.

Why Invercargill City Council?

Invercargill is changing, investing and looking to the future. As the commercial hub of Southland, the city offers meaningful professional opportunities alongside an enviable lifestyle, affordable living and easy access to some of New Zealand's most spectacular landscapes.

For someone who enjoys seeing the tangible impact of their work, this is a rare opportunity to lead a significant and varied asset portfolio while helping shape how Council delivers for its community.

Flexible working arrangements and relocation support are available for the right candidate.

How to apply

For a copy of the position description and to apply, visit the Decipher Group website on [Job opportunities - Decipher Group](#). To discover more about Southland and Invercargill City Council www.southlandnz.com and www.icc.govt.nz

For a confidential discussion about the role; contact Leanne Crozier on 021 245 2224 or by email to leanne@deciphergroup.co.nz Applications close: Monday 21st September 2026



Leanne Crozier
Director & Co-Founder
Decipher Group

Natural leader
Wordsmith
On point - on task
Connected

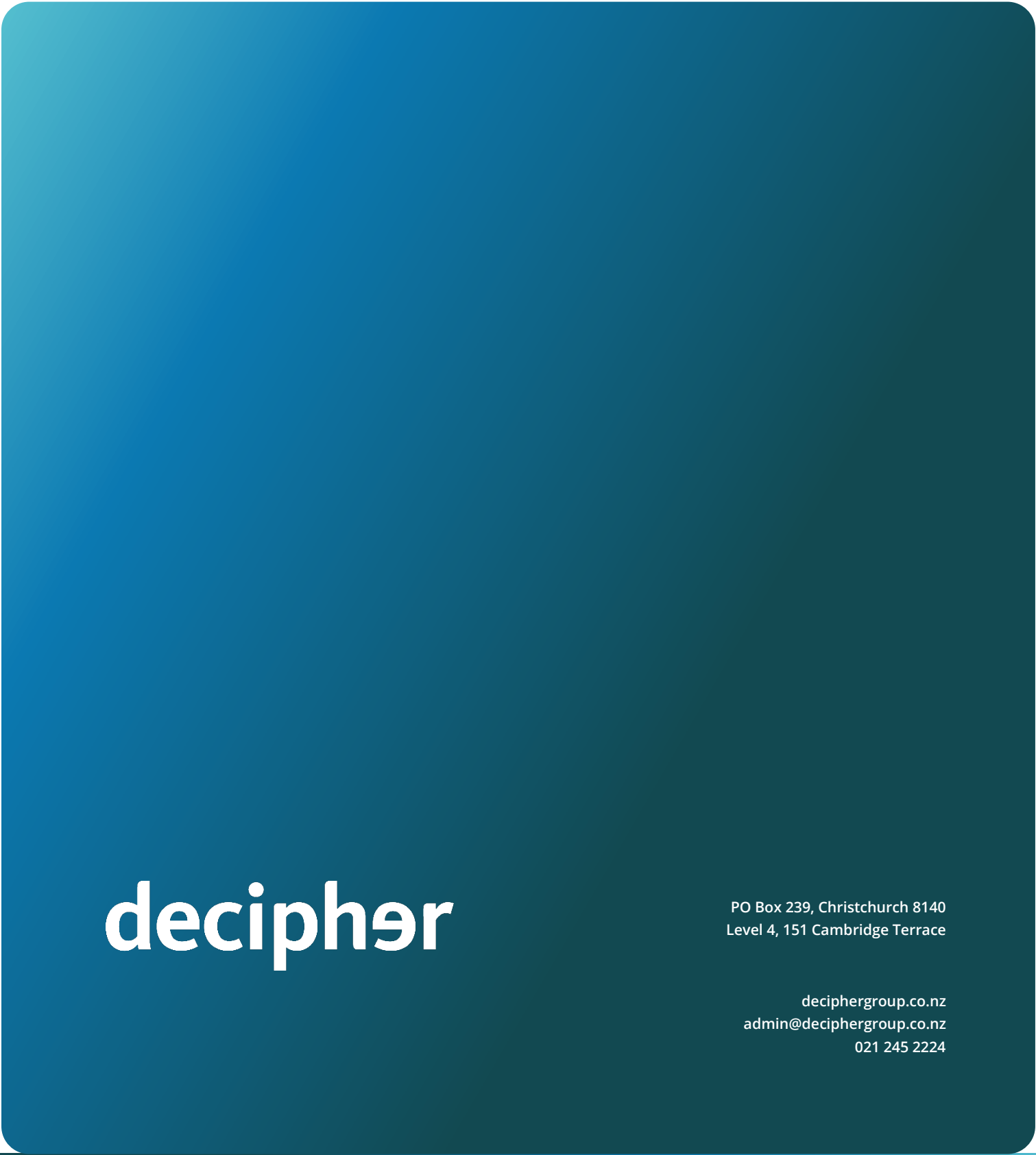
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Please do not email us your CV and Cover Letter. Please use the **Apply Now** link on our website.

Our Diversity, Equity and Inclusion Statement

Decipher Group cares deeply about helping individuals achieve their full potential and supporting organisations to thrive by working toward a more progressive future.

Fostering a culture of inclusion and belonging that truly values individual differences, backgrounds, and perspectives ignites creativity and new ideas – and this is part of what makes our team exceptional. For us, progress is the only goal worth benchmarking.



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