



Position Description

Senior Lease Manager Property

Purpose:

In order to meet the team's revenue targets, the Senior Lease Manager is responsible for the administration of the commercial and operational lease portfolio. This position will be responsible for a diverse commercial portfolio of leases with a total rental value of approximately \$21million per annum.

The Senior Lease Manager will lead the Northern Leasing team to ensure that all leases, licenses and grants are efficiently negotiated, documented and managed. The Senior Lease Manager reports directly to the General Manager – Northern Property Portfolio, and leads the Lease Manager's and Lease Co-Ordinator within the portfolio.

With an in-depth knowledge of the business unit activities combined with a thorough understanding of the operational and financial targets, the Senior Lease Manager is positioned to establish and define leasing opportunities.

The Senior Lease Manager is a key member within the Property team and is expected to:

- manage workflow priorities within the portfolio
- be an active, positive and engaged member of the wider team
- drive portfolio performance and maximise the revenue stream under their management
- focus on key priority customers
- regularly seek out new revenue opportunities within the portfolio and present business cases to the General Manager – Northern Property Portfolio that unlock new revenue streams.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to "walk the safety talk"

Key Relationships:

Responsible to: General Manager – Northern Property Portfolio

Responsible for: Lease Manager x2
Lease Administrator

Internal Relationships: Property Team
Facilities Management
Corporate and Finance Management Team (including Finance, Legal, Procurement, IT – GIS Team and communications)
All other KiwiRail Business units

KiwiRail Regional and Asset Area Managers
KiwiRail Project Managers

External Relationships: Current tenants including; Councils, Toll, Mainfreight, Metrobox, Ports of Auckland, Port of Tauranga,

Property Advisors
Valuers
Developers
Lawyers
Landlords for KR leased premises

Geographical Allocation:

Southern – Lower North Island and South Island
Northern – Central and Northern North Island

Dimensions:

Budget: Nil

Number of Direct Reports: 3

Delegations: As per HR Delegations and Delegated Financial Authorities (on Intranet)

Location:

Northern Senior Lease Manager – Auckland
Southern Senior Lease Manager – Wellington

Travel will be required

Key Accountabilities

Lease Management
<ul style="list-style-type: none">• Establish a clear commercial framework to work towards.• Identify rentable encroachments and convert the financial return.• Ensure performance of terms and conditions of leases are being met by both parties.• Manage events such as rent reviews, renewals, lease termination and assignments to completion.• Ensure that all leases are efficiently processed and established in accordance with KiwiRail procedures including debt management and outstanding debt collection.• To ensure rents charged are market driven complete appropriate valuations throughout external valuers.
Relationship Management
<ul style="list-style-type: none">• Strategic relationships are developed and maintained to leverage future growth opportunities for KiwiRail.• External stakeholders receive high-quality engagement with key decision makers at KiwiRail.• Develop and maintain relationships with existing and potential tenants to enhance the returns of the property portfolio and the use of rail.

- Develop effective working relationships with KiwiRail’s Regional and Area Management to identify and enhance property opportunities while being aware of operational requirements.
- Manage workflow priorities within the portfolio between the Senior Lease Manager, Lease Manager, and Lease Co-ordinator.
- Manage specific key client relationships as advised by the General Manager – Northern Property Portfolio.
- Act in a professional manner that supports the development of relationship with key clients and the enhancement of KiwiRail’s reputation within the wider property industry

Zero Harm
<ul style="list-style-type: none"> • Responsible for complying with all rail safety system standards, procedures and statutory requirements within your area of responsibility • Responsible for your own safety and that of other rail employees, contractors and visitors within your work environment • Responsible for the identification, reporting and initial control of any safety or environmental hazard identified within your area to your immediate manager • Adhere to Kiwirail’s health and safety requirements and take responsible for maintaining a proactive approach regarding both personal wellbeing as well as that of fellow employees, associated client personnel, sub-contractors and members of the public. • Report all accidents and incidents to your immediate supervisor within one hour.

Person Profile

Essential:	Desirable:
<ul style="list-style-type: none"> ▪ At least 5 years recent and proven experience in lease management and lease negotiations. ▪ Experience leading a team ▪ Understanding of land ownership and tenure systems. ▪ Knowledge of valuation practice. ▪ Proactive approach to tasks at hand. ▪ Honest and open communicator. ▪ Proven judgement and negotiating skills. ▪ Able to build excellent relationships with internal and external stakeholders. ▪ Experience working with a range of Microsoft Applications including MS Word, MS Project, MS Excel, MS PowerPoint. ▪ Working knowledge of Geographic Information Systems. ▪ Demonstrated ability to write clearly and succinctly in a variety of communication settings. 	<ul style="list-style-type: none"> ▪ Experience in commercial property management including lease renewals, negotiation, rent reviews, tenancy agreements, asset management plans; ▪ Proficiency in MS Office applications; ▪ Commercial acumen and seasoned, sound and well considered judgment; ▪ Strong communication skills both verbal and written; ▪ Capability to build strong relationships and stakeholder relations; ▪ Ability to work collaboratively but also independently; ▪ High standards, positive reputation, and high degree of resilience and work history

Education:

Essential:	Desirable:
Relevant Property related tertiary qualification – Property Management, Valuation, Real Estate.	Currently completing study towards Property Management qualifications.