



NGĀTI WHĀTUA ŌRĀKEI
WHAI RAWA LIMITED

Role Title	Property Project Coordinator
Reports to	General Manager Property Development (GMPD)
Key Working Relationships	<ul style="list-style-type: none">• A close working relationship with the Development Manager, GMPD, Property Manager.• External relationships: Legal, Valuers, Lessees, Consultants/Contractors, Auckland Council and CCOs, Utility/ Service Providers, Investors/Partners, Real Estate Agents.
Purpose	
<p>The Property Project Coordinator will assist in all aspects of the development process, gaining an understanding of the role of the Development Team at Whai Rawa. The position will provide the successful candidate with an introduction to life working within a corporate organisation and broad experience in the Property Development field.</p> <p>The purpose of Ngāti Whātua Ōrākei Whai Rawa Limited (WRL) is to manage and administer assets received from the Ngāti Whātua Ōrākei Trust ("the Trust"), on a prudent, commercial and profitable basis for the commercial, cultural and social development of Ngāti Whātua Ōrākei. Over time, the size and value of the portfolio will grow.</p> <p>WRL will provide for the long term sustainable financial well-being of the Trust, and in doing so follow the following overarching principles (Ngā Mātāpono):</p> <ul style="list-style-type: none">(a) Tino Rangatiratanga (self-determination): WRL will support the hapū to be financially strong;(b) Rangatiratanga (leadership): WRL will demonstrate strong leadership, good governance, transparent decision making and cohesiveness to represent and serve in a manner that exemplifies unity and mutual respect;(c) Manaakitanga (care & host responsibility): WRL will provide for active involvements in various host relationships within the wider community;(d) Kaitiakitanga (guardianship): WRL will safeguard and enhance the interests of land, people and resources for future generations;(e) Kotahitanga (unity): WRL will take leadership decisions aimed at fostering unity by making the collective interests its prime responsibility;	

<p>(f) Whanaungatanga (kinship): WRL will involve the Trust in decision-making processes, and keep them informed of activities;</p> <p>(g) Mana Taurite (equity): WRL will ensure that all hapū members have equal access to opportunities as they arise; and</p> <p>(h) Ahi kaa: WRL will ensure the retention of land wherever possible.</p>
<p>Areas of Accountability</p>
<p>General</p>
<p>Support an engaged work environment that gives effect to the values of Ngāti Whātua Ōrākei Whai Rawa</p>
<p>Keep up to date with market conditions and industry information in the residential, commercial and industrial property markets that may affect the company's operations and business goals.</p>
<p>Maintain a working knowledge of the practical issues of property development, and the relevant laws and regulations (e.g. health and safety, environmental and building) that may impact on property development and construction.</p>
<p>Assist General Manager – Development and Development Manager(s) in preparing feasibility studies and business cases to support any acquisition opportunity</p>
<p>Develop and implement a legible and common-sense information management system.</p>
<p>Assist General Manager –Development to ensure a robust risk management framework and methodology is applied across projects including health and safety protocols</p>
<p>Develop an understand of development contractual arrangements and in particular NZS: 3910 Conditions of contract for building and civil engineering construction</p>
<p>Seek learning and development opportunities to advance own capability</p>
<p>Project Management</p>
<p>Assist General Manager – Development and Development Manager(s) in resourcing and leading projects teams including architects, contractors, engineers, quantity surveyors, planners and project managers</p>
<p>Create and track "lessons learned" for assigned projects</p>
<p>Assist with ensuring due diligence in all situations.</p>
<p>Attend project meetings including design, coordination, operational and marketing meetings</p>
<p>Understand development feasibilities and project finance</p>

Assist in managing the flow of paperwork among Project Managers and customers, clients, vendors and investors.
Assist General Manager –Development and Development Manager(s) in overall development management for the Oneoneroa and Orakei projects across both current and future stages.
Assist General Manager –Development in understanding tenure and leasehold arrangement at Te Tōangaroa including leaseholder rights and obligations
Assist General Manager – Development in identifying opportunities to advance Whai Rawa financial and cultural aspirations for Te Tōangaroa
Stakeholder Management
Respectful stakeholder interactions at all times.
Assist in managing the flow of paperwork among all stakeholders.
Liaise with the appropriate internal and external stakeholders to ensure tasks are completed in a timely manner.
Assist on the development of promotional materials.
Your role may also include any other duties and responsibilities that we may reasonably ask you to complete. You acknowledge that your role may evolve to include other duties and responsibilities in addition to those listed above.
Qualifications, Experience & Capabilities
A relevant tertiary qualification (or working towards it) e.g. in architecture, construction, engineering, property, law, or equivalent commensurate professional skills/experience.
Excellent written and verbal communication skills.
Excellent organisation and time management skills with an eye for detail.
Fluency in Te Reo Maori an advantage.
An interest in numbers and financials.
Personal Attributes
Desire to be challenged in a high intensity environment.
Desire to learn and grow professionally.
A willingness and flexibility to do “whatever it takes” to learn the business; a strong team player.

Able to work independently, uses initiative.

Strong interpersonal and communication skills.