

Job Description



**Te Tāhuhu o
te Mātauranga**
Ministry of Education

Manager Health and Safety, New Zealand School Property Agency

Business Group	New Zealand School Property Agency
Location	Flexible
Delegations	TBC
Direct reports	5 direct reports
Reports to	TBC

What we do

He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga
We shape an education system that delivers excellent and equitable outcomes

We fulfil our purpose by:

delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to learners and families.

shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for learners and their families, from early learning through tertiary.

School Property and NZSPA

In July 2025 Government announced a new model for delivering school property that would establish a Crown agent to manage New Zealand's school property portfolio - the New Zealand School Property Agency (NZSPA). NZSPA will help manage and maintain a property portfolio valued at over \$30 billion spread over most of New Zealand that is often a core part of local communities. NZSPA is a standalone Crown Entity reporting to a dedicated Board holding responsibility for planning, building, maintaining and administering the school property portfolio and delivering property solutions supported by commercial and governance frameworks.

The functions and responsibilities of NZSPA include planning, building, maintaining and administering the education property portfolio. This includes the following:

- delivery of construction, acquisition and disposals in line with the standards and priorities set by the Government.
- maintaining the portfolio and monitoring its performance.

- the provision of infrastructure planning and delivery advice to the Ministry and responsible Ministers to support investment decision-making.
- the administration of education land, land rights, improvements and contracts on behalf of the Crown, excluding education land used for tertiary institutions.
- maintaining relationships and providing advice to school boards about school infrastructure.
- supporting Treaty of Waitangi settlements.
- undertaking any other function, power or duty conferred on it by the Education and Training Act 2020 or any other enactment.

This Job Description was drafted during a period of transition for the School Property team within the Ministry of Education (the Ministry) as they prepare to transition to become the New Zealand School Property Agency (NZSPA). As a result, this Job Description is written for roles intended for NZSPA while referring (where required) to the Ministry. It is intended that the roles and responsibilities are consistent between the two agencies.

Role Purpose and Responsibilities

The Manager Health and Safety (Manager H & S) leads and manages people, plans and resources to support the delivery of outcomes that are aligned to NZSPA's purpose and agreed strategies. They are responsible for managing the health safety and wellbeing of the staff of NZSPA and the people visiting their establishments, as well as ensuring NZSPA complies with legislative requirements in relation to workplace health and safety and property delivery. They also act as the Subject Matter Expert (SME) for the leadership of NZPSA on all workplace health and safety matters.

The Manager H & S must ensure that the H&S responsibilities between our schools, on site contractors and NZSPA staff is clearly established, articulated, understood and accepted on each project. A core component of this role is ensuring that all parties understand who is the Person Conducting a Business or Undertaking (PCBU) and that they have sufficient H&S capability and capacity to ensure requirements are met.

The Manager H & S is responsible for:

- Providing professional, practical advice to executive leadership in relation to Health & Safety.
- Managing the H & S team ensuring they are engaged and providing high quality advice to stakeholders.
- Staying abreast of legislation and legal changes in the H & S sphere and ensuring NZSPA is fully compliant.
- Leading the coordinated oversight and delivery of H&S activities, and implement, maintain and continually improve H&S strategy, systems, operational practices and capability.
- Working with the Leadership Team and other stakeholders to determine appropriate responses to critical H&S risks, including identifying when management interventions are required. This will include:
 - Overseeing regular reviews and updates of the H&S Risk Register.
 - Monitoring H&S performance trends and identifying timely, appropriate responses.

- Tracking the implementation of listed risk controls in the H&S Risk Register and managing interventions where needed.
- Identifying key H&S trends and issues and develop and implement approved interventions to mitigate ongoing risk exposure to NZSPA.
- Reporting and oversight of H&S risks associated with infrastructure (and workplace) activities, services, projects and programmes, ensuring that issues relating to critical risks and incidents are brought to the NZSPA Board.
- Maintaining a high standard of delivery and a risk focused value-add approach across all H&S activities.
- Effectively manage internal and external H&S providers, ensuring reports, findings and recommendations are delivered and required outcomes are achieved. This includes ensuring appropriate due diligence in respect to H&S is undertaken on consultants and contractors before engaging them for projects.
- Increasing the maturity of H&S capability across school property by drawing on the latest best practice from external professional and advisory organisations, professional bodies and other Crown Entities
- Identifying opportunities for business improvement across the Health and Safety function.
- Leading or contributing to business improvement projects as required.

You will make decisions in accordance with NZSPA's policies and delegations' framework and ensure that your team comply with this framework at all times and in all decisions.

Knowledge, Skills and Professional Experience

- Relevant tertiary qualification including H&S Diploma level or NEBOSH certification (highly desirable).
- Proven team leadership experience.
- Experience in developing and delivering workplans that align to organisational strategies and work programmes.
- Experience in leading and contributing to embedding organisational change that delivers intended outcomes.
- Experience building and leading inclusive and diverse teams and creating a safe, open and responsive culture.
- Experience in building relationships to achieve shared outcomes.
- Comprehensive understanding and experience of:
 - Principals and application of workplace health and safety management systems
 - Practical application of workplace legislation, regulations, codes of practice and Standards
 - Process control design and assessment
 - Compliance frameworks and standards for Crown Entities
- Proven ability to coach and constructively challenge others to grow.
- A proven track record of building and maintaining trusted relationships with colleagues and internal and external stakeholders.
- Sound knowledge of government and public sector processes.
- Excellent interpersonal and communication skills.
- Demonstrated ability to achieve ambitious goals through strong drive, ambition, optimism and a clear focus on delivery.
- Ability to show curiosity, flexibility and openness in analysing and integrating ideas, information and differing perspectives to support sound decision-making.
- Proven capability to communicate difficult messages and make timely, sometimes unpopular decisions that serve long-term organisational and stakeholder interests.

- Demonstrated resilience, including the ability to maintain composure, grit and perspective during challenging situations, while supporting others to stay optimistic and focused.
- Ability to use self awareness to develop skills, adapt approaches and strengthen personal effectiveness across a range of situations and relationships.
- Strong interpersonal skills, with the ability to build and maintain effective, trusted relationships with customers and stakeholders

Equal Opportunity Statement

The Ministry of Education is an equal opportunity employer committed to fostering a diverse, inclusive, and respectful workplace. We believe that diversity of backgrounds, experiences, and perspectives strengthens our organization and drives innovation. All employment decisions are based on business needs, job requirements, and individual qualifications, and we strive to ensure a fair and equitable recruitment and employment process.

Leadership Success Profile - Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Agency’s intranet.

In addition, the Agency expects all leaders to role model behaviours in alignment with the NZSPA Leadership Expectations.

Delegations and other legal requirements

Financial Delegations: TBC

People Delegation: TBC

Security Clearance and Police Vetting: The Manager H&S must obtain and retain appropriate level of security clearance through NZSIS vetting processes and must complete Police re/vetting in accordance with Ministry requirements.

Approvals

Date Reviewed and Approved	August 2026
Approved By	Grant Fraser