

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Regional Asset Planner

Business Group	School Property
Location	Regional
Salary band	A9

Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

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

Tēnei Tūranga | About the role

School Property | Ministry of Education, leads inclusive, accessible and integrated national, physical infrastructure services to the education system.

The Ministry of Education's vision for school property is that all schools have quality learning environments as part of a well-managed and sustainable portfolio that helps deliver equitable and excellent outcomes for every child.

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The Regional Asset Planner is responsible for supporting asset planning activity across one of the five School Property regions. The role is responsible for the development of key portfolio level documents within the asset management framework and provision of strategic advice on asset management workstreams. The role will also provide strategic input into the development of emerging planning frameworks, asset investment prioritisation and the scoping of school projects, including the development of school planning documents.

Ngā Haepapa | Accountabilities

As a Specialist within School Property | the Ministry of Education you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As the Regional Asset Planner you will:

- Promote a strategic approach to asset management planning, prioritisation and project delivery within the asset planning framework.
- Facilitate the development of planning documents to inform investment decisions across schools, considering the timing and scope required for the assets to meet identified Network demands.
- Support the development of the Regional Property Plan through catchment planning, project prioritisation and asset information.
- Review asset performance and assess outcomes against agreed targets and service levels.
- Identify operational, maintenance and capital improvement life-cycle costs of buildings
- Develop options for life cycle costs investments, from due diligence through to business case and delivery
- Ensure asset planning considers education needs, technical requirements, strategic improvement initiatives, compliance requirements and impact of demand.
- Develop and apply decision making tools and models to prioritise investments.
- Prioritisation of school roll growth and redevelopment projects in alignment with the asset planning framework.
- Provide expert advice in the development of both portfolio and school level asset management plans incorporating strategic, operational, preventative maintenance and upgrade/renewal requirements.
- Support the development of asset planning and management strategies.

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- Translates information from Stakeholders and others into high quality written documents that are appropriate and engaging for the specific audience.
- Performs quality and peer review of documents and plans.
- Assess suitability of existing buildings planned for relocation as cost effective solutions
- Development of detailed scope of works for capital projects.
- Oversee the development of school planning documents in accordance with Ministry business requirements to inform the Business Case.
- Positive and productive working relationship with Project & Delivery Managers, Planning Teams and Network Advisors.
- Establish and maintain collaborative and effective partnerships with Schools, Te Mahau, Standard Planning Team, Capital Works, Infrastructure Managers, Property Advisors and other key stakeholders to ensure Asset Management meets business objectives.
- Provide subject matter expertise in Asset Management to support stakeholders.
- Ensure alignment with Te Rautaki Rawa Kura – The School Property Strategy 2030.
- Ensure compliance with relevant legislation, policy and standards, including safety, water quality and environment.

You will make decisions in accordance with the Ministry's policies and delegations framework.

Wheako | Experience

To be successful in this role you will have the following experience:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Relevant professional property qualification such as Asset Management, Property Planning, Property or Project Management and/or experience in the asset management, property management or construction industry.
- Proven asset management experience with organisations owning large and complex property portfolios, desirably but not confined to the public sector.
- Proven experience in property planning and investment, prioritising and overseeing the development of projects in a complex property portfolio.
- Experience in identifying buildings requiring condition related investment and recommending options for cost effective solutions.
- Experience in project or programme management and methodologies.

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.

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- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Well-developed strategic and critical thinking skills and analytical capability.
- Successful track record and results in a team environment within a complex delivery organisation that involved strategic and financial/operational management accountability.
- A sound understanding of the particular demands of managing the delivery of complex services in the public sector, including the delivery of high value services in a political context.
- Sound leadership and stakeholder engagement skills and the ability to facilitate outcomes through personal credibility and influence – an effective leadership presence with peers
- Ability to make sound decisions within short timeframes and effectively ‘think on your feet’ to provide creative solutions.
- Knowledge of the Government’s direction and policy priorities

Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono Valuing Māori	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing

Leadership Success Profile - Te Kawa Mataaho | 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 Ministry’s intranet.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	July 2026
Approved By	HR Advisory team