



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Advisor, Ownership and Occupancy

Business Group	School Property
Location	Flexible
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 āianei, 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

The Principal Advisor, Ownership and occupancy primary function is to lead complex occupancy projects and give guidance and support to colleagues that are working with schools that have complex legacy occupancy issues. The secondary function is to manage the Ministry's easements process.

You will work with other colleagues responsible for leasing, land information, easements and other colleagues across School Property to ensure that complex occupancy arrangements meet the requirements of the Educational Training Act 2020, Public Works Act 1981 and Public Finance Act 1989 as well as supporting community initiatives that provide a benefit to schools.

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Ngā Haepapa | Accountabilities

As a Specialist within Te Tāhuhu o te Mātauranga | 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 Principal Advisor, Occupancy and Easements you will:

- Lead the development, designing and implementation of a solution to shared ownership buildings in the early childhood education context, including resolution of legacy issues and going forward model by working with internal and external stakeholders to agree a standardised process, and a funding process to support that.
- Lead the resolution of complex occupancy issues and manage applications for non-standard tenure and occupancy arrangements including co-ownership focused on the terms and conditions that protect School Property's ownership interests in land and facilities owned or managed on behalf of the Crown.
- Contribute to the management of insurance policies and the annual renewal process by working with brokers to develop strategies for risk management, arranging risk modelling and finance optimisation consultancy, external risk surveys, insurance valuations, and preparing and information for the domestic and international insurance markets about the Ministry's property portfolio and risks.
- Provide coaching and mentoring to the Senior Advisors in the Ownership and Occupancy team, including supporting the development and management of charter schools, Public Private Partnership and partnership/autonomous school models.
- Lead and contribute to the development of the conversion process for state schools that wish to convert to Charter Schools. i.e., disclosure of documents, agreement of initial 5-year property plan, facilitating the signing of the property lease, working with School Property Legal and review of property lease documentation to reflect changes in policy
- Work collaboratively with the Programme Manager for PPP to ensure that policy setting is aligned with the contractual settings.
- Support the Manager Ownership and Occupancy and other members of the Ownership and Occupancy team with the management of national services contracts. With a focus on monitoring contracted parties to ensure that they are meeting their performance and financial KPIs and tendering and procurement functions.
- Provide support to the Manager Ownership and Occupancy in managing Ministerial servicing requirements including responses to ministerial correspondence, Information Updates, Parliamentary Questions and

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OIAs.

- Oversee and ensure our online Ownership and Occupancy services are up to date.
- Providing support to other areas of Ownership and Occupancy team and the wider School Property Services team as required.

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:

- A tertiary qualification in education sector property, the property industry is preferred.
- Experience with the machinery of government and ministerial servicing functions. likely have a background in policy or operational policy within a government property management function,
- Demonstrated ability to manage complex occupancy issues associated with leasing and share ownership of assets
- Proven experience dealing with the requirements of the Public Works Act 1981 and Public Finance Act 1989 for occupation and leasing of government land and property.
- Experience with managing an associated claims management function, corporate insurance arrangements such as public liability, directors, cyber, vehicle, travel and other insurance requirements
- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.

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.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- An understanding of contract management and procurement requirements for public sector contracts
- A proven understanding of the different strategies, approaches and policy parameters for property insurance for a large portfolio of government property assets,
- Proven ability to develop, influence and deliver improvements to key systems and processes in complex organisational settings.

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Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry’s Māori Crown Relations capability framework. 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	May 2026
Approved By	HR Advisory Team