New Zealand
School Property Agency

Job description

Business Group	School Property
Location	Christchurch
Delegations	n/a
Direct reports	n/a
Reports to	Gayle Baldwin

We build, maintain, and manage New Zealand's school property infrastructure so children and young people can learn and thrive.

NZ School Property Agency

Established in October 2026 as a standalone Crown entity, the New Zealand School Property Agency (NZSPA) manages New Zealand's school property portfolio on behalf of the Government.

We build, maintain, and oversee school property infrastructure to ensure schools have safe, fit-for-purpose learning environments.

Our priorities

- Deliver better value for taxpayers' money.
- Improve the agency's service to schools.
- Provide greater transparency on planning and school entitlements.

For more information about NZSPA, visit our website: www.schoolproperty.govt.nz.

Role Purpose and Responsibilities

The Project Coordinator is responsible for providing day to day operational, financial, and administrative support to their allocated Delivery Team.

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

As the Project Coordinator you will:

- Maintain, coordinate and file project documentation and ensuring alignment with Capital Works standard process.
- Assist the Delivery Team to ensure project documentation is up to date (e.g. project plans, risk registers, stakeholder management and communication plans).
- Create project files and establish file structure adding relevant documents and templates.
- K2 data management, recording of school visit data in Helios/K2 system. Assist to set up suppliers in K2/Fusion.
- Information gathering as required for the delivery team including, for ministerial/ OIA requests, relevant spreadsheet and documents (e.g. procurement pipeline, issues register, H&S spreadsheets).
- Work closely with the Portfolio Office team to get systems, processes and templates implemented and embedded in day-to-day activities of the delivery team.
- Tracking and facilitating approvals for documentation to support the projects to progress as quickly as possible.
- Tracking invoices, processing variation forms for approval. Facilitation of invoice approval, follow up overdue invoices and any issues if required.
- Coordinate capitalisation in liaison with the Delivery Manager.
- Contract execution coordination. Initial population of CER (Contract Execution Request) form for Delivery Manager and quality and accuracy check of final draft. Collate supporting documents, tracking, updateK2 and file.
- Coordinate status update meeting. Populate project status. Update spreadsheet and align to cost report. Submit status updates each month.
- Manage the CW mailbox.
- Build effective relationships with counterparts in the Portfolio team, legal, procurement, DAR, construction observation, modular and infrastructure delivery teams to facilitate smooth interactions for the delivery team.
- Promote the Agency's infrastructure and school's capital works programme where appropriate internally.

- Arrange and coordinate Delivery Team meetings, training and workshops. Prepare agenda and minutes.

Equal Opportunity Statement

NZSPA 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 is available on the Public Service Commission website. In addition, the Agency expects all leaders to role model behaviours in alignment with PSC expectations and guidelines.

Delegations and other legal requirements

Financial Delegations: n/a

People Delegation: n/a

Approvals

Date Reviewed and Approved	GF
Approved By	GF