



Job description

Property Partner

Business Group	Regional Property Operations
Location	Multiple
Delegations	TBC
Direct reports	Nil
Reports to	Regional Infrastructure Manager

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 Property Partner serves as a primary relationship partner between NZSPA and assigned schools, acting as the trusted first point of contact for all property related matters. This role provides strategic advice, coordination and proactive support across the full property lifecycle, including planning, maintenance, renewals, upgrades and capital projects.

This role works closely with school leaders to understand their needs, provide expert guidance and coordinate property solutions ranging from routine maintenance through to major redevelopment projects. The Property Partner works with schools to achieve safe, functional and future focused learning environments.

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.

Stakeholder relationship management and trusted advisory

- Build and maintain strong, collaborative relationships with schools, colleagues, delivery partners, and external stakeholders to achieve shared outcomes.
- Act as the principal relationship manager and trusted advisor for assigned schools, developing a deep understanding of each school's property needs, priorities, growth plans, risks, and long-term aspirations.
- Provide strategic property and asset management advice that enables schools to make informed short and long-term investment and infrastructure decisions.
- Serve as the conduit between schools and specialist technical expertise, ensuring timely access to advice and support from internal experts and external service providers.
- Develop and maintain strong networks across the education and property sectors, identifying opportunities, dependencies, and emerging issues that may impact delivery.
- Become a recognised and trusted source of expertise and guidance across the property portfolio, supporting frontline teams through to senior leaders.

Property portfolio delivery

- Ensure effective oversight and coordination of Schools within the regional portfolio, supporting the successful delivery of maintenance, upgrade, renewal, and new capital works programmes.
- Lead and promote robust project, contract, and risk management practices, ensuring projects are delivered in accordance with relevant policies, funding requirements, compliance obligations, and service standards.

- Support schools and project stakeholders through all stages of project delivery, providing clear and timely information on project status, risks, funding, and key milestones.
- Coordinate services across multiple projects and programmes, ensuring nationally consistent and locally responsive delivery outcomes.
- Monitor portfolio performance, financial management, and project progress, identifying issues early and implementing corrective actions where required.
- Prepare and provide accurate reporting, insights, and performance updates to schools, senior leaders, and NZSPA to support effective governance and decision making.
- Drive continuous improvement by identifying opportunities to enhance service delivery, customer experience, operational efficiency, and portfolio performance.
- Lead the management of a complex portfolio of schools, exercising sound judgement and agility to respond to changing priorities, emerging risks and operational demands while maintaining a focus on delivery, customer outcomes and portfolio performance.
- Ensure effective management, oversight and delivery of works and services at schools, supporting the successful delivery of maintenance, renewal, upgrade and capital works programmes, including complex and high-risk property issues and projects

Strategic leadership

- Provide specialist expertise to inform organisation-wide and system-level decision making.
- Lead the resolution of complex and sensitive issues, proactively identifying risks, opportunities, and practical solutions that protect and enhance the Agency's reputation and integrity.
- contribute to the design, development, and implementation of innovative, fit-for-purpose frameworks, strategies, and solutions that address current and future challenges.
- Use data, evidence, insights, and emerging trends to inform strategic advice, planning, and decision making.
- Strengthen the Māori-Crown relationship through authentic practice, modelling culturally responsive leadership and building capability as a trusted kawanatanga partner.

Knowledge, Skills and Professional Experience

- Proven experience within the construction industry; for example infrastructure / property asset management and project management.

- Experience leading and contributing to strategic initiatives, work programmes or projects that have organisational impact.
- Highly skilled in relationship management with proven experience in consulting and influencing across a range of levels.
- Track record of success and positive outcomes in complex delivery organisations that include strategic, financial and operational management accountability.
- Experience in leading through others to achieve outcomes and deliver results.
- Proven ability to build trust and credibility across culturally diverse stakeholder groups, with experience tailoring communication, advice, and engagement approaches to meet the needs of different communities.
- An understanding of the Te Tiriti o Waitangi principles and the ability to apply these in practice and providing culturally responsive advice, having awareness of delivering equitable outcomes for schools and communities.

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: TBC

People Delegation: TBC

Approvals

Date Reviewed and Approved	GS
Approved By	MF

