

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Advisor, Investment

Business Group	School Property
Location	Wellington
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

The Principal Advisor, Investment will work across business groups to establish and support the future state Governance structure for School Property and the transition plan to get there. This includes Governance across projects, programmes, and portfolios. They will also use their knowledge and influence to advise across the group on Budget bids and inform strategic reporting for the Minister.

The Principal Advisor works closely with the Chairs of governance and management groups to drive the strategic direction of School Property through the business, ensuring that all inputs to and outputs from governance processes are accurate, complete, and aligned with organisational priorities.

The Principal Advisor is expected to provide leadership in drafting high-quality papers for Ministers and Cabinet,

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and to apply expert judgement when assessing and advising on investment proposals submitted for review and approval.

The job includes mentoring, coaching and setting the work programme for Senior Analysts, Analysts and Coordinators within the team.

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, Investment you will:

- Work with other parts of the Group to consolidate, standardise and simplify the process for initiating, developing and advising on governance and investment issues;
- Work with other parts of the Group to ensure that a full analysis of the problem, need and options is completed as part of project initiation and before advice to the delegated financial authority holder is developed and/or commissioned;
- Coordinate with various parts of the business to ensure advice and papers to governance boards and leadership are compelling, clear and well argued;
- Lead the assessment and quality assurance of business cases and investment proposals submitted for review and approval.
- Work with Finance to connect the funding strategy, risk analysis, strategic priorities and affordability to ensure this analysis and advice is included when preparing papers for our governance and management groups;
- Develop strong enduring relationships internally and externally that builds on the trust and confidence the Group has with Treasury, Ministers and Cabinet;
- Write clear, unambiguous, robust reports that outline the Ministry's rationale for investment that stand up to internal and external scrutiny and reflect well on the School Property group.

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

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Wheako | Experience

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

- Appropriately qualified with relevant qualifications and/or recent experience in similar role, investment planning and governance.
- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Enjoys and thrives on working collaboratively and across teams and groups
- A clear thinker and a great writer
- Strong financial and business analysis skills
- Ability to review and analyse information and test assumptions
- Ability to identify and manage risks
- Ability to manage time effectively
- Strong communication skills

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.
- Excellent relationship skills and the ability to facilitate outcomes through personal credibility and influence
- Ask the hard questions but in a way that builds relationships and trust and doesn't get people offside

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, consolidation, 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



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Pou Aroā Critical consciousness of racial equity for Māori	Developing
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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	March 2026
Approved By	HR Advisory Team