



## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Infrastructure Manager

Business Group	School Property
Location	Regionally based
Salary band	M4

## 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 Infrastructure Manager leads and manages regional people, plans and resources to support the delivery of School Property that is warm, safe, dry and accessible for all students. You will be leading a regionally based team who are responsible for providing infrastructure asset management advice and support to schools, as well as issue resolution and school property portfolio planning activities at a regional level.

You will have overall school property responsibility at the regional level for one of 12 regions, including for the development and implementation of regional property strategies, leading asset management planning and implementation activities, and leading property delivery for school-led projects while supporting other capital works projects led by the school property capital works teams. You will ensure your regional property portfolio is well managed and schools in the region are supported to achieve good educational outcomes and improve student achievement.

You will work proactively and collaboratively with your corresponding Director of Education and their staff to ensure



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there is an integrated and consistent approach to interactions with schools, and to the identification, planning and delivery of regional school property needs. This role reports to the Regional Infrastructure Manager and sits within the Regional Property Operations team within the School Property group.

## Ngā Haepapa | Accountabilities

### As a Team Manager within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Lead, develop and implement a responsive and integrated workplan that is aligned to the Ministry's priorities and work programmes.
- Collaborate across the Ministry to lead and manage plans and workflows, incorporating technical expertise to deliver improved services and outcomes.
- Manage and report on delivery against the strategy, workplan and budget to support performance against outcomes.
- Plan and manage budgets to support sound financial management and deliver maximum value from resources and investments.
- Identify, mitigate and manage risks to delivery and to the reputation and integrity of the Ministry.
- Ensure Ministry Policy, practice guidance and legislation is followed while implementing improvements to School Property.
- Build workforce capability and diversity by supporting others to grow, embrace change and seek out diverse perspectives.
- Create and maintain a safe, positive and inclusive workplace where people collaborate and are supported to perform at their best.
- Role model authentic practice to build capability as a good kawanatanga partner.
- Create and support networks that support kaimahi to have a voice.
- Collaborate with others to identify priorities and interdependencies and deliver outcomes for Te Mahau.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.

### As the Infrastructure Manager you will:

- Lead regional asset management planning, interventions, and implementation activities to ensure the school property regional portfolio in your area is well managed, and that schools are supported to achieve good educational outcomes and improve student achievement.
- Lead strategic regional planning and reporting activities based on a sound knowledge of short and long term school property needs.
- Have overall responsibility for all school property activities within your specified area, including the delivery and implementation of the Regional Property Area plan and ensuring regional KPIs are met.
- Act as the regional escalation point for all issues related to school property in your region, supporting staff to manage and resolve these effectively. Escalate significant property issues as needed to the Regional Infrastructure Manager.
- Develop and maintain strong and constructive working relationships with key stakeholders and counterparts at a regional level to ensure there is an integrated and consistent approach to interactions with schools in the region, and to the identification, planning and delivery of school property needs. This includes key schools, kura, local boards and external agencies, as well as the Regional Education



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Directors and their teams, the relevant Capital Works Programme Manager, and regional staff.

- Manage the capacity and develop the capability of the School Property team to ensure staff have the capability, tools and guidance to do their jobs well.
- Contribute to opportunities led by the GM Regional Property Operations and Regional Infrastructure Managers which will further develop Asset Management as the regional delivery arm for a broader range of infrastructure services.
- Ensure regional risks, relationships and issues are effectively managed or escalated to maintain and enhance the Ministry's reputation as a competent, effective organisation.
- Support team members and schools to meet their health and safety obligations and promote safe physical and mental environments for all our people. Be part of our health, safety and security training and briefing sessions and follow health, safety and security policies and procedures in addition to awareness of Health and Safety legislation relative to construction.
- Partner with your regional Māori Property Strategy Lead to ensure consistency of approach with Kura Kaupapa Māori within your region.
- Enable the school system at a regional level to effectively maintain their property by helping schools to make robust quality asset management planning and investment decisions.
- Lead continuous improvement within your functional area, ensuring the planning and provision of a seamless and integrated property delivery service to schools which is aligned with the Property Strategy.
- Provide recommendations and manage investment priorities to ensure best value for money in improving the school property portfolio through the regional governance model.
- Lead strategic engagement activities with key regional and local stakeholders for your respective area on behalf of the property group.
- Ensure accurate information and data on progress and performance of school led projects is available to the Property Portfolio Management Office and asset data is captured on the asset management system. Oversee the accurate collection, validation and maintenance of data relevant to operational and reporting requirements. This includes promoting data quality standards and ensuring team members apply best practice and integrity of information.
- Exercise responsible financial management in accordance with organisational policies and procedures including prudent management of allocated budgets withing your financial delegation ensuring that spending aligns with strategic objectives while maintaining accurate financial records.
- Ensure project delivery is supported by AM teams to ensure timely delivery and direction that works align with MoE design standards and identifying and managing potential risks.
- Support school led projects to be effectively managed, in priority order and completed in a timely manner through coaching, feedback, reporting and adherence to established project management frameworks and methodologies.
- Manage unplanned and/or extreme events, ensuring property provision is prepared and responsive to unforeseen emergencies or events.
- Create and maintain a safe, positive and inclusive regional workplace where people collaborate and are supported to perform at their best.

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:

- Proven experience in, and understanding of, the particular demands of managing the delivery of complex



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services in the public sector, including the delivery of high value services in a political context.

- A track record of success and results in a management role in a complex organisation that involved strategic and financial/operational management accountability and a high need for stakeholder engagement.
- Experience in developing, monitoring, improving and maintaining functional workflows and processes and delivering workplans that align to organisational strategies and work programmes.
- Experience in building and leading inclusive and diverse teams and creating a safe, open and responsive culture.
- Experience in effective risk management strategies and processes.
- Relevant professional property qualification such as Asset Management, Infrastructure Planning, Property or Project Management.
- Experience in asset management, property management or the construction industry.
- Experience working with Māori and Pacific communities to achieve equitable outcomes.
- A proven track record of building and maintaining trusted relationships with colleagues and internal and external stakeholders to achieve shared outcomes.

## Ngā Āheinga | Capabilities

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

- Strong leadership and communication skills and the ability to facilitate outcomes through personal credibility, technical understanding and influence – an effective leadership presence with peers.
- Advanced strategic and critical thinking skills and analytical capability.
- The ability to make sound decisions within a short time frame and effectively “think on your feet”.
- Knowledge of relevant related legislation such as, Public Works Act, Building Act, Resource Management Act, Health & Safety at Work Act.
- Strong knowledge of the Government’s direction, policy priorities, and budgeting processes – sound knowledge and experience of Cabinet and Ministerial processes and procedures, including providing advice on policy, service delivery and parliamentary processes.
- Proven ability to coach and constructively challenge others to shift mindsets and foster collaborative action.
- Proven ability to use data and insights to identify trends, risks and opportunities, and to inform functional decision making.
- A commitment to ongoing personal and professional development as well as that of your team.

## 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	Confident
Pou Mana   Knowledge of Māori content	Confident
Pou Kipa   Achieving equitable education outcomes for Māori	Confident
Pou Aroā   Critical consciousness of racial equity for Māori	Confident



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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	February 2026
Approved By	HR Advisory Team