

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Coordinator, Property and Sustainability

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	A6

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 Coordinator, Property and Sustainability, provides customer-focused business support to the Property and Sustainability team and designated Managers within the wider People, Sustainability and Place group. The role ensures that corporate processes, workflows, and systems are consistently followed - either by completing tasks directly or guiding Managers on required actions.

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The role has a significant focus on supporting the Manager, Property and Sustainability, by monitoring work programme progress and preparing related reporting. The Coordinator also tracks financial activity across Property and Sustainability and contributes to financial reporting. The role will work closely with the Property and Sustainability Manager, as well as relevant Managers and Principal Advisors, to ensure all activity aligns to priorities and key deliverables.

Ngā Haepapa | Accountabilities

As a Coordinator 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 Coordinator you will:

- Provide support with meetings (as required) including preparing the agenda, taking and writing up minutes for meetings, and arranging for staff to attend.
- Become deeply familiar with support and enabling processes and systems in the Ministry and support Property & Sustainability Managers to follow these in a correct and timely way. For example, this includes building and facilities, recruitment, onboarding and offboarding, IT equipment, travel and other requirements.
- Responsible for the financial processing and tracking of expenditure including management of purchase orders and tracking of invoice payment to suppliers, as required for Property & Sustainability Financial Delegation holders.
- Work with the Property and Sustainability Manager and other managers and principal advisors, in particular for vehicle fleet management and corporate property, on the tracking of financials and how this aligns to People, Sustainability & Place budgets.
- Maintain an up-to-date awareness of all key activities and projects occurring within the group, and associated risks and sensitivities.
- Inform Managers of developments in issues or projects in a timely manner. Assist with the tracking of projects and initiatives with the Property and Sustainability Manager.
- Coordination of monthly reports from suppliers and gathering in customer feedback from across key users such as Business Support Managers in regions for services provided in preparation for monthly meetings with suppliers.

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- Organise and set up meetings and seminars including technology set up and equipment.
- Develop and maintain a secure, current filing system using Microsoft Teams and Sharepoint as required for the team ensuring deadlines are met.
- Collate information and provide analysis as required (i.e. OIA response drafting, Select Committee question responses, WPQs and any other briefing materials).
- Proactively identify process improvements and suggest solutions.

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:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience working in a fast-paced environment

Ngā Āheinga | Capabilities

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

- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Excellent time management skills.
- A customer focused attitude.
- Skilled in organising and administering tasks, processes and workflow.
- Ability to build and maintain strong relationships across a diverse group of contacts
- Proficient in the use office based systems/technology and able to pick up new systems.

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.

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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	February 2026
Approved By	HR Advisory Team