



Ngā Kōrero e pā ana ki te Tūranga Job Description

Lead Advisor, Spatial Planning

Business Group	School Property
Location	Flexible
Salary band	B4

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 ū mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ū 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 Lead Advisor, Spatial Planning will provide high quality technical and analytical advice to support the integrated planning of the school network within high and complex growth areas across the country.

As the Lead Advisor, Spatial Planning you will work closely with key internal and external stakeholders to understand the scale and pace of growth and enable the Ministry to respond and plan for change in an integrated way.



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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 Lead Advisor, Spatial Planning you will:

- Provide expert spatial planning advice and support to School Property and the wider Ministry to influence the location of future education infrastructure investment and inform the Land Investment programme.
- Work collaboratively across the Ministry to provide spatial planning input into the development and delivery of long-term planning at a regional and national level.
- Work collaboratively and effectively as part of the Land Investment and Planning team and with the wider School Property teams, contributing to the goals and objectives of the Ministry.
- Understand the spatial implications and sequencing of development in complex and high growth urban environments to inform long term planning and land investment responses.
- Provide strategic planning advice and oversee as required the delivery of other strategic projects within the Spatial Planning team and the wider School Property team.
- Provide advice and recommendations to leadership team into School Property related strategies, policies and procedures in line with the Ministry's wider objectives.
- Build constructive and collaborative external relationships through proactive contact and networking with other government and non-government agencies and persons working in property, spatial planning and resource management.
- Engage with key councils, regions, and Urban Growth Partnerships to ensure the Ministry's interests are represented and to advocate for schools to be a key component of well-functioning urban environments.
- Lead Ministry input into the development of spatial planning documents and any Ministry submissions.
- Provide input into Ministry submissions on plan changes and other relevant non-statutory documents.
- Represent the Ministry as required to provide evidence and expertise in support of the Ministry's position at Council and Environment Court hearings, and at a range of interest groups or other public fora.
- Contribute to the development, implementation, and improvement of systems to support the sharing of information around high growth areas across the country including spatial information and development yields.
- Contribute technical content for ministerial correspondence, Parliamentary questions, briefing notes, speech notes, Official Information Act requests, Cabinet papers and ad-hoc reports as required
- Oversee quality control of relevant documents through regular participation in peer review, appraisals,



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and the discussion of issues.

- Stay informed of relevant technical developments as they apply to your work.
- Make evidence-based decisions and recommendations based on relevant educational, social and economic concerns and developments.

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 in spatial planning, and council plan development
- Experience in solving complex urban problems through interdisciplinary thinking
- Experience in the planning and delivery of large-scale Greenfield / Brownfield projects
- Experience in presenting to and attending stakeholder workshops and other relevant forums on planning issues
- Experience in the preparation and presentation of planning evidence at Council hearings/Environment Court or other fora

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. Ability to disseminate complex information into an easy-to-understand format.
- Ability to deal effectively with pressure and multiple deadlines through good time management and prioritisation.
- Ability to adapt as required to achieve results. Flexible approach to planning and organisation, and an ability to assess and adjust priorities in changing environments.
- Well-developed strategic and critical thinking skills and analytical capability.
- Ability to maneuver through complex political situations effectively.
- An ability to make sound decisions within short timeframes and effectively 'think on your feet' to provide creative solutions.
- Ability to analyse, use judgement and to solve problems in ways that make things work on the ground.
- Understand complex issues from a broad perspective.
- A commitment to ongoing personal and professional development.



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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	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	June 2025
Approved By	HR Advisory team