



Ngā Kōrero e pā ana ki te Tūranga

Job Description

School Property Partner, Property

Business Group	School Property
Location	Wellington
Salary band	M3

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 School Property Partner role acts as the primary point of contact between NZSPA and individual schools.

The role ensures schools receive timely, accurate, and proactive support for property-related needs, including planning, maintenance, upgrades, and new builds.

The School Property Partner is a trusted account manager who facilitates a high-quality service experience aligned with NZSPA's commitments to transparency, efficiency, and cost-effectiveness.

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Ngā Haepapa | Accountabilities

As a Strategic Advisor of 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.
- Share expert knowledge across the organisation and the system, working with others to inform system level decision making.
- Lead the resolution of complex 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 strategic issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Bring together and lead multi-disciplinary teams as needed to deliver solutions, developing and implementing workplans and creating a positive and inclusive team environment.
- Build networks and collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.

As the School Property Partner you will:

- Demonstrate service excellence through your relationship management skills and expertise. Serving as the trusted advisor for assigned schools, building strong, collaborative relationships. This is demonstrated through your understanding of each schools unique property needs, priorities, delivery projects and school specific long-term plans.
- Provide strategic asset management advice to guide optimal short and long-term planning and investment decisions through the provision of timely and accurate information on property policies, funding, compliance, and project status. Acting as the conduit for technical advice from specialists within NZSPA or panels of specialists outside as required.
- Responsible for ensuring robust contract and project management practices are practiced and well supported as needed. Key elements include but are not limited to the provision of timely and accurate information on property policies, funding, compliance, and project status to support school delivery.
- Support schools with service coordination across NZSPA projects on site. This includes the oversight of nationally consistent, locally delivered maintenance, upgrade, and new building services.
- Provide support for performance monitoring in tracking their projects, ensuring they are well supported to manage contracts and financial management. In addition, provide regular updates and reports to schools and NZSPA.
- Maintain positive, productive relationships with a range of internal staff and key external contacts.
- Becoming a trusted source of advice and guidance across Property groups, from front line property staff to senior leaders.
- Lead and manage a team across your portfolio

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:

- Proven team leadership experience
- Experience in building relationships and partnerships to achieve shared outcomes.
- Highly developed relationship management skills with a proven ability to consult and influence at all levels.
- Experience leading and contributing to strategic initiatives, work programmes or projects that have organisational impact.
- Proven experience within infrastructure/ property asset management and project management, or relevant equivalency.
- Track record of success and results in a large and complex delivery organisation that involved strategic and financial/operational management accountability and a high need for stakeholder engagement.
- Proven ability and experience of leading through the support of others to develop and deliver appropriate projects and programmes.
- Proven asset management experience with organisations owning large and complex property portfolios, desirably but not confined to the public sector.

Ngā Āheinga | Capabilities

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

- Proven ability to coach and constructively challenge others to grow
- Proven track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- Proven ability to use data and insights to identify trends, risks and opportunities, and to inform system-level decision making.
- Sound political awareness and knowledge of government processes, with proven ability to navigate ambiguity in a complex environment.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- A relevant tertiary qualification
- Proven critical thinking skills and analytical capability

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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	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

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	November 2025
Approved By	HR Advisory Team