

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Advisor, Natural & Built Environments

Business Group	School Property
Location	Auckland
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 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 Advisor, Natural & Built Environments, co-ordinates and oversees the implementation of the Ministry's regional resource consent management framework.

You will contribute to the Resource Management and Planning team in successfully delivering the Resource Management Strategy. The Advisor will provide resource management support to ensure the delivery of school property projects and will oversee the delivery of the regional resource consent management framework.

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### Ngā Haepapa | Accountabilities

**As an Advisor within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:**

- Give effect to the Ministry's purpose and operating model.
- 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 Tāhuhu.

**As the Advisor, Natural & Built Environments, this role is accountable for:**

- Co-ordinating and overseeing the implementation of the Ministry's regional resource consent management framework .
- Providing resource management advice for school property projects including new designations, alterations to designations, outline plan of works and resource consents.
- Providing resource management advice and contribute as required to the delivery of other strategic projects within the Resource Management Team and the wider property team.
- Representing the Ministry's interests through contributing to and overseeing the preparation of submissions on council planning documents and other relevant planning applications.
- Providing input as required into property related strategies, policies, procedures and processes, and wider Ministry initiatives as required.
- Providing project management and administrative support for the Land Investment and Planning team and projects as required .
- Working collaboratively and effectively as part of the Land Investment and Planning team and the wider Property teams, contributing to the goals and objectives of the team.

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:

- Ideally two years' experience in planning and resource management .
- Some experience preparing and/or processing planning applications including resource consents and outline plan of works.
- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.

### 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.
- Desire to understand the full project lifecycle from due diligence and consenting to construction and operation.
- Sound knowledge of the Resource Management Act.

### Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry's Māori Crown Relations capability framework. 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.



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### Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	April 2026
Approved By	HR Advisory Team