



## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Infrastructure Manager

Business Group	School Property
Location	Various
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

School Property – Te Tāhuhu o te Mātauranga | Ministry of Education, leads inclusive, accessible and integrated national, physical infrastructure to the education system. Our vision for school property is that all schools have quality learning environments as part of a well-managed and sustainable portfolio that helps deliver equitable and excellent outcomes for every child.

The Infrastructure Manager leads and manages people, plans and resources to support the delivery of outcomes that are aligned to the Ministry's purpose and agreed strategies. You will be responsible for leading a regionally based team who are responsible for providing infrastructure asset management advice and support to schools, issue resolution and School portfolio planning activities at a regional level.

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

### 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 an 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 as needed to deliver improved services and outcomes.
- Lead, manage and contribute to the monitoring and reporting of delivery against workplans and outcomes.
- Plan and manage budgets to support sound financial management and expected return on investment.
- Identify, mitigate and manage risks to delivery and to the reputation and integrity of the Ministry.
- 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 asset management planning and implementation activities within the allocated geographic area to ensure the school property portfolio is well managed and that schools are supported to achieve good educational outcomes and improve student achievement.
- Contribute to regional planning and reporting activities based on a sound knowledge of short and long term school property needs.
- Manage a small case load of schools (generally for schools with more complex property issues or that are of strategic interest) and act as the primary relationship management for these schools on all matters related to property management.
- Act as the first escalation point for all issues related to school property and support relevant staff to manage and resolve these effectively.
- Develop and maintain strong and constructive working relationships with the education sector, including schools, Boards and sector representatives.
- Develop and maintain strong and constructive working relationships with the local Education Director, their staff and the Learning Support team, and with the relevant Capital Works Programme Manager and their staff, to ensure there is an integrated and consistent approach to interactions with schools in the area, and to the identification, planning and delivery of area school property needs.
- Work collaboratively with the other Infrastructure Managers to ensure good communication, cooperation and integration of plans, approaches and activities.
- Lead and manage the Asset Management team to ensure effective and efficient operational management of the school property portfolio, and to ensure schools in the area have effective support from the Ministry to enable them to manage their school property well.
- Provide leadership and management of the Asset Management team to achieve the outcomes in the

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

annual Investment Plan

- Manage the capacity and develop the capability of the Asset Management team to ensure staff have the capability, tools and guidance to do their jobs well.
- Contribute as part of the regional leadership team to support the Regional Infrastructure Manager or Senior Asset Manager in managing the Asset Management team. This includes contributing to opportunities to further develop Asset Management as the regional delivery arm for a broader range of infrastructure services.
- Ensure risks, relationships and issues are effectively managed, including escalation, to achieve the best outcomes for the school property portfolio, and to maintain and enhance the Ministry's reputation as a competent, effective organisation.
- Take care of each other when it comes to health, safety and security.
- Follow our health, safety and security policies and procedures.
- Be part of our health, safety and security training and briefing sessions.
- Promote a safe physical environment for all our people and learners.
- Support schools to meet their health and safety obligations.

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 team leadership experience.
- Experience in developing and delivering workplans that align to organisational strategies and work programmes.
- Experience in developing, monitoring, improving and maintaining functional workflows and processes.
- Experience in leading and contributing to embedding organisational change that delivers intended outcomes.
- Experience building and leading inclusive and diverse teams and creating a safe, open and responsive culture.
- Experience in building relationships to achieve shared outcomes.
- Experience in effective risk management strategies and processes.
- Extensive prior experience within infrastructure/property management.
- Relevant professional property qualification such as Asset Management, Infrastructure Planning, Property or Project Management and/or
- Experience in asset management, property management or construction industry. Experience in contract management preferably in the construction, asset and property management area.
- Experience working with Māori and Pacific communities.

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

### 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.
- A proven track record of building and maintaining trusted relationships with colleagues and internal and external stakeholders.
- Sound knowledge of government and public sector processes.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- A track record of success and results in a team management role in a complex delivery organisation that involved strategic and financial/operational management accountability and a high need for stakeholder engagement.
- Sound understanding of the particular demands of managing the delivery of complex services in the public sector, including the delivery of high value services in a political context.
- Sound leadership skills and the ability to facilitate outcomes through personal credibility and influence – an effective leadership presence with peers.
- Well-developed 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, Health & Safety.
- Sound 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.

### 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



**Ngā Kōrero e pā ana ki te Tūranga**

# **Job Description**

## **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	March 2025
Approved By	HR Advisory Team