

Ngā Kōrero e pā ana ki te Tūranga

Job Description

General Manager, Regional Property Operations

Business Group	School Property
Location	Flexible
Salary band	GM22

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 General Manager, Regional Property Operations contributes to the collective leadership and governance of the School Property group, helping to deliver our purpose and embed the strategic vision and key shifts in your area of accountability.

You will have overall responsibility for the oversight and delivery of property outcomes for all regions, overseeing regional delivery across capital works, asset management and maintenance.

This means having responsibility for establishing and implementing the priority priorities for regions, supported by your regional teams. The leadership of these priorities covers asset management planning, advice and support and the delivery of all Property led construction.

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Ngā Haepapa | Accountabilities

As a General Manager 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.
- Develop responsive and integrated strategies and work programmes, and support implementation that contributes to wider outcomes.
- Oversee effective delivery of plans, and report on performance against agreed Ministry strategies.
- Plan and manage operational budgets to support strong financial management and deliver maximum value from resources and investments.
- Support the development and maintenance of the right frameworks, capabilities and systems to achieve strategic outcomes, manage people and risk, and safeguard the Ministry's integrity and reputation.
- 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 are inspired to collaborate and perform at their best.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Create and support internal networks that support kaimahi to have a voice.
- Develop partnerships and collaborate with stakeholders across the public sector and education system to shape priorities, identify interdependencies and deliver outcomes for the sector.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.

As the General Manager, Regional Property Operations your key responsibilities will include:

- Provide leadership and direction to regional operations teams, ensuring adherence to property-specific operational policies and procedures.
- Develop and implement regional operational plans, strategies, and budgets, aligned with overall company goals.
- Drive continuous improvement in operational processes, identifying and implementing property-specific efficiencies.
- Oversee the daily operations of multiple properties within the region, ensuring smooth functioning and compliance with relevant regulations.
- Lead, mentor and develop a team of regional operations managers and staff.
- Foster a positive collaborative work environment within the regional operations team and work as the conduit as the regional representative on the senior leadership 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:

- Senior leadership experience within a complex environment.
- Experience in developing and delivering integrated strategic and operational plans and budgets.
- Experience in leading the implementation, monitoring and improvement of organisational systems, frameworks and processes.
- Experience in driving organisational change aligned to strategic priorities that delivers intended outcomes.
- Experience in building and leading inclusive and diverse teams and creating a safe, open and responsive culture.
- Experience in building strategic relationships and collaborating across organisations to achieve shared outcomes.
- Experience in managing operational processes, ensuring efficiency and effectiveness in service delivery.

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 shift mindsets and foster collaborative action.
- Proven ability to use data and insights to identify trends, risks and opportunities, and to inform system-level decision making.
- A proven track record of building and maintaining trusted relationships with:
 - colleagues
 - stakeholders
 - Māori and iwi
 - Ministers
- Sound political awareness and knowledge of government processes, with proven ability to navigate ambiguity in a complex environment.
- Excellent interpersonal and communication skills.
- A track record of personal and professional development and openness to innovation.
- Capacity to develop and implement strategic plans, understand complex issues, and make informed decisions.
- Ability to lead and manage organisational change, ensuring smooth transitions and minimising disruption.
- Understanding of relevant regulations, standards, and quality management systems.



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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	July 2025
Approved By	HR Advisory team