

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Property Advisor

Business Group	School Property
Location	Regionally based
Salary band	A8

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 Property Advisor role is responsible for working with individual School Boards of Trustees, in developing an asset management plan so they are effectively managing and maintaining their school property and infrastructure. They are also responsible for working collaboratively with other teams within the Ministry and the Group to provide effective property and infrastructure solutions that support teaching and learning.

Ngā Haepapa | Accountabilities

Ngā Kōrero e pā ana ki te Tūranga

Job Description

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 Property Advisor, you will:

- Support and advise schools on their asset management plan using the Ministry's current tools and methodologies. This can include the development of their 10-year Property Plan (10YPP), 5-year Property Agreement (5YA), condition assessment methodology, and other property planning tools.
- Ensure 10YPP consultants use the Ministry's condition assessment methodology and ensure it is accurate.
- Support schools in managing and maintaining their school property so that they meet their obligations as outlined in the Property Occupancy Document.
- Support the effective delivery of school managed construction projects, including support to schools about health and safety requirements in relation to property maintenance and construction.
- Undertake annual school visits which include a visual inspection of buildings and infrastructure, the documentation of findings, and completing visit records for the portfolio of schools.
- Contribute to the general management of the school property portfolio on matters such as, but not confined to, third party occupancy applications, health and safety management, legal land transactions, etc.
- Provide support to schools in the event of emergencies, i.e. fire, flood, storms and earthquakes, to ensure property and infrastructure is safe.
- Maintain school property asset data to ensure it is complete and correct; and use this data as intelligence about schools.
- Identify, direct and escalate emerging issues to the relevant Infrastructure Manager or team as appropriate.
- Monitor Ministry funding that schools qualify for and ensure reprioritisation of projects that may impact on the school's funding and asset management.
- Ensure school's contract management is conducted in accordance with Ministry guidelines and that contracts represent value for money.
- Ensure consistent interpretation and application of property management policies and guidelines to School Boards and management within the region.
- Provide local knowledge to guide and support policy development at a regional/national level.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

- Provide input into area/regional planning and reporting activities as required.
- Be the lead relationship manager for schools in respect to school property and infrastructure.
- Develop and maintain effective relationship management with 10YPP Consultants and Project Managers, including active performance management and escalating any performance issues to the Infrastructure Procurement team.
- Develop and maintain strong and constructive working relationships with relevant SE&S, Learning Support and Capital Works staff to ensure there is an integrated and consistent approach to interactions with schools in the Advisor's portfolio, and to the identification, planning and delivery of the property needs for those schools.
- Manage conflicting expectations of others to achieve desired outcomes.

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.
- Relevant professional property qualification such as Asset Management, Infrastructure Planning, Property or Project Management and/or
- Experience in the asset management, property management or construction industry.
- Previous exposure to government policy environment.
- Experience in contract management preferably in the construction, asset and property management area.

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.
- Have knowledge and understanding of legislation and local authority requirements affecting property management.
- Have the ability to interpret, to articulate the intent, and apply policy appropriately, in a way that meets the needs of both the Crown and the school.
- Have knowledge of and the ability to apply risk identification, assessment and management practices.
- Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for purpose decisions.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

- Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.
- Have the ability to leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people

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, consolidation, 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	February 2025
Approved By	HR Advisory Team