



Ngā Kōrero e pā ana ki te Tūranga Job Description

Manager, Ownership & Occupancy

Business Group	School Property
Location	Flexible
Salary band	M4

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 ū 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 Manager Ownership & Occupancy leads and manages people, plans and resources to support the delivery of outcomes that are aligned to the Ministry's purpose and agreed strategies, such as manage contracts, lead procurement activities, and make recommendations about large financial decisions. Engage with a wide range of people about your work, including updating web pages, internal guidance, communications, presentations, and meetings, and work across the business to improve how we do things, to get work done more efficiently and with good outcomes.



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Ngā Haepapa | Accountabilities

As a 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 Manager Ownership & Occupancy you will:

Building Compliance

- You will manage the Ministry's building compliance contract for school building compliance. This is a portfolio of 15,000 buildings at 2,100 schools.
- Key activities include ensuring budgets and invoices are well managed, information is up to date, services are provided and are fit for purpose, and that Ministry staff and schools are getting maximum value from this contract.
- Provide technical support and facilitate dispute resolution.
- It also includes keeping internal guidance and processes up to date, arranging training and communication with the education sector, and doing business improvement activities to make the contract more efficient and improve our building compliance record.

School property insurances (Material Damage and Business Interruption, and Contract Works Insurance).

- You will manage the Ministry's school property insurances. The Ministry's property portfolio has a value of approximately \$43b and the annual insurance premium is approximately \$15m.
- Managing the Ministry's insurance broker contract and the annual renewal process. The annual insurance renewal process involves working with the broker to develop strategies for risk management, arranging risk modelling and finance optimisation consultancy, external risk surveys, insurance valuations, and preparing and presenting information for the domestic and international insurance markets about the Ministry's property portfolio and risks.
- Managing the Ministry's loss adjuster contract, ensuring that the level of reporting and engagement meets insurer requirements and is useful for the Ministry.



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- Receiving “insurance claims” from schools following events, assessing them for policy compliance, and approving Ministry funding to be allocated to those schools.
- Managing the related budgets.
- Ensuring accurate data and timely reporting to our insurance companies and for the purpose of internal funding reviews/ audits.
- Help School Property staff and schools interact with the services provided by the broker and loss adjuster, including training and explaining, keeping web content up to date and doing communications as needed.

Land information and easements.

- You will manage the Ministry’s land information and easements contract.
- You will be responsible for improving business processes to ensure that land information is up to date in the Ministry’s asset management database (K2), easements are progressed in a timely and consistent way, and Ministry staff and schools get accurate and timely land information to support decision-making.

Administering school property occupancy documents and third-party leases and licences to occupy and managing complex legacy issues.

- You will be responsible for the implementation of sections 161 – 163 of the Education and Training Act 2020. This includes developing and improving business processes, ensuring that standard templates for leases and licences to occupy are up to date, keeping web guidance up to date, and communicating with schools.
- You will hold relationships with groups that have an interest in using school property, like SportNZ and the Electoral Commission.
- You will be responsible for managing legacy occupancy issues. This may include developing and implementing solutions to difficult issues that affect a wide portfolio of situations, or it may include supporting the regional office staff to manage one-off issues.

Alternative property provision methods

- You will be responsible for implementing and managing alternative property provision methods.
- This includes State Integrated School property, which is a funding and advice role. It involves establishing and maintaining relationships with sector groups that represent groups of proprietors, ensuring that funding is being spent consistent with policy, and that funding is correctly calculated.
- This includes developing and facilitating the conversion process for state schools that wish to convert to Charter Schools. i.e., disclosure of documents, agreement of initial 5-year property plan, facilitating the signing of the property lease, working with School Property Legal to keep the property lease up to date when policy changes.

National Office Emergency Management

- You will be the National Office Controller in regional emergency situations (i.e., when multiple schools are affected by the same event, like an earthquake or cyclone).
- This includes developing a cross functional team prepared to respond in an event, with a clear understanding of roles and responsibilities and operational procedures.
- In an event, it includes being the primary link between the School Property team in the affected region and national office services and working with multiple groups to ensure that the team in the affected region gets the support and resources it needs. This may include support with administration, data management, communications, engineering and health and safety expertise, procurement and financial management.

Team management

- You will be responsible for managing the team. This includes activities like work assignment, recruitment,



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training, and general personnel management.

- You will be responsible for supporting wider School Property priorities and initiatives as required.

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 working in insurance, building compliance, leasing, and/or Crown property (technical land information, Public Works Act 1981, or easements) in a large government department context.
- Experience working in a large and complex organisational context with shifting priorities and competing demands.

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.
- Curiosity, and an ability to learn about and understand new, complex and technical subject matter. In addition to the main areas of responsibility, you will also need to learn about how funding processes work and how multiple Ministry policies interact to achieve outcomes for schools.
- Comfort taking ownership of issues where the solution is not clear and there are a range of stakeholder opinions and operational factors to work through.



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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