



Ngā Kōrero e pā ana ki te Tūranga Job Description

Principal Advisor - Investment Management

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	A9

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 Principal Advisor Investment Management leads the development, implementation and application of the Ministry's Investment Management Framework. The Investment Management Framework informs and helps control the end-to-end investment management process within the Ministry. It includes the policies, processes and information that work together to ensure the Ministry invests in the right things at the right time, optimising value for money.



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Ngā Haepapa | Accountabilities

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 Principal Advisor - Investment Management you will:

- Lead the development and alignment of existing good practice across the Ministry and through the introduction of new rules, templates and processes.
- Work collaboratively with the Enterprise Portfolio Management Office (EPMO) team and other corporate groups to ensure the design, implementation and operation of the framework is fit for purpose at all stages of the investment life cycle and across a range of investments and portfolios.
- Lead the Ministry's response to the Cabinet Circular CO (23)9, Investment Management and Asset Performance in Departments and Other Entities.
- Oversee and advise internally on the Ministry's collective capital funding, and contribute to the development of the Ministry's ICT, Accommodation and Long-Term Investment Plan.
- Provide leadership and coaching across the team and champion the work of Finance and School Property across the Ministry
- Supports the development of sustainable long-term strategies, policies and investment plans within the context of the Ministry's Investment Management Framework.
- Analyses the organisation position and provides advice on trends and where the organisation needs to focus its energy in the future.
- Constructs 'what if' scenarios that enable the organisation to evaluate the future and develop plans.
- Facilitates discussions to understand problems and canvas potential solutions.
- Provides strategic advice and advocates for long term perspectives and outcomes.

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:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in working across an organisation using a relationship approach that results in the effective provision of services.
- Extensive Financial and/or Asset Management experience within the public sector.
- Relevant tertiary qualification.

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
- Understands current and possible future government and education sector policies, practices and trends, technology, and information affecting the Ministry.
- A demonstrated ability to innovate using best practice financial analysis.
- Strong practical and theoretical understanding of Investment and Asset Management disciplines, including understanding of the Treasury's frameworks.

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



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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	December 2025
Approved By	HR Advisory