



## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Property Advisor

Business Group	School Property
Location	Regionally based
Salary band	A6

## 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 overseeing a portfolio of schools, ensuring that School Boards are effectively managing and maintaining school property and infrastructure and developing asset management plans.

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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 Property Advisor you will:

- Supporting and advising schools in the development of their 10-year property plans (10YPP) and five-year Property Agreements (5YA) including the use of condition assessment methodology and property planning tools.
- Support schools in managing and maintaining their school property so that they meet their obligations as outline in the Property Occupancy Document.
- Support the effective delivery of school managed property projects, including support to schools about health and safety requirements in relation to property maintenance and construction.
- Undertake annual school visits and complete visit records and condition assessments for portfolio schools.
- Identify, direct and escalate emerging property issues to the relevant Manager or team as appropriate.
- Ensure consistent interpretation and application of property management policies and guidelines to school boards and management within the region.
- Provide local knowledge to support policy development at a regional/national level.
- Provide input into area/regional planning and reporting activities as required including Network.
- Oversee school-led procurement processes, conflicts of interest and project initiation documentation.
- Submit project budgets for approval and develop funding submissions where applicable.
- Act as key relationship manager for schools in respect to school infrastructure including capital works projects, major works and minor works.
- Develop and maintain effective relationship management with 10YPP consultants, project managers, including active performance management and escalating any performance issues to the Commercial Procurement Team.
- Develop and maintain strong and constructive working relationships with relevant Te Mahau, 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.

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.
- A relevant tertiary qualification in a property or business-related subject, or relevant experience.
- Experience working with Māori and Pacific Island communities.

### Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A track record of working as a contributing member of a team,
- A proven ability to maintain and use data to ensure accuracy of property information and inform decisions.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- 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.
- Knowledge and understanding of legislation and local authority requirements affecting property management.
- A proven ability to establish and maintain relationships with internal and external stakeholders.
- Ability to manage the conflicting expectations of others to achieve desired outcomes
- Knowledge of and the ability to apply risk identification, assessment and management practices.

### 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	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	February 2025
Approved By	HR Advisory Team