



Ngā Kōrero e pā ana ki te Tūranga

Job Description

School Property Officer

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| Business Group | School Property |
| Location | Regionally Based |
| Salary band | A4 |

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 School Property Officer you be working with a wide range of internal and external stakeholders supporting the delivery of school projects.

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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.
- Build capability in others through quality assurance, and proactively sharing knowledge and expertise

As a School Property Officer, you will:

Project Setup & Documentation

- Set up projects in K2 and cross check projects loaded via Portal
- Analyse project funding streams for sufficiency
- Assess, collate and distribute opening project documents.
- Identify and correct incorrect project information
- Manage workflow within regional team to ensure timely approvals of project paperwork, budgets, orders and invoices
- Prepare contracts, orders and invoices for authorisation.
- Send Project Approval emails to schools and Project Managers
- Correctly setting up orders to fully utilise allocated funding.
- Assess and process asset update forms at the conclusion of projects ensuring that Ministry processes and policies are followed

Project Management lifecycles

- Maintain each project through its life cycle from opening to closing and capitalisation.
- Follow up on project progress by liaising with external Project Managers, Property Advisors, RIMs, IMs and others.
- Assess final project documentation for completeness and collate before seeking approval
- Oversight, tracking and coordination of key project and regional deliverables.
- Update project information to reflect budget and timeline changes.

Financial & Contractual Control

- Ensuring Project Budgets are utilised in the correct order ensuring surpluses are returned.
- Understand DFA approval levels
- Closure of projects including paying final invoices and processing overpayments and refunds.
- Liaise with national office on project financial queries and budget updates
- Undertake project capitalisation for projects as required
- Ensure timely release of surplus funding particularly for National Office Programmes e.g Learning Support Modifications.
- Provide budgetary information in a timely manner to Project Managers when requested
- Make decisions in accordance with the Ministry's policies and delegations framework
- Validate and process vandalism top-up claims from schools

Data & System Management

- Liaise with Finance to set up new suppliers in K2.
- Update K2 with changes to Property Advisors.

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- Take responsibility for K2 data integrity; sense check and challenge when necessary. Ensure that all reporting procedures have been followed
- When required, extract information from project documentation or K2.
- Assess, monitor and distribute the contents of regional inbox
- Liaising with external Project Managers to ensure access to Portal and School Records
- Search for opportunities for business improvement.

Reporting & Improvement

- Support continuous improvement of information management systems to ensure data quality and integrity.
- Work with Internal staff and project managers to increase awareness of Ministry requirements in relation to project paperwork.
- Identify data errors in K2 and resolve them.
- Keep up to date with new systems and processes and implement changes.
- Collaboratively work with other SPOs for consistent service delivery.
- Understand business systems and processes; support others to improve their knowledge; identify
- Electronic filing of 10YPP project information documentation.
- Periodic team support, including data collection, analysis and reporting.
- Ensure feedback loops are in place for project issues and successes
- Management, validation and maintenance of project data and documentation
- Support internal and external stakeholders with general enquiries.

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:

- Demonstrated knowledge of data management processes
- Proven oral and written communication skills
- Excellent numeracy and analytical skills
- Highly developed relationship management skills
- Experience working with office and financial systems
- Experience in liaising with stakeholder groups
- Excellent customer service
- Working knowledge of Microsoft programmes (Outlook, Word, Excel, Teams)

Ngā Āheinga | Capabilities

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

- Proven ability to maintain integrity in all interactions and treating all information as confidential.
- A track record of excellent customer service focus and dedicated to meeting the expectations and requirements of internal and external customers.
- Proven ability to establish and maintain strong relationships across a diverse group and gain their trust and respect.
- Demonstrate initiative and a high degree of professional independence, self-discipline and remaining calm under pressure.



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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.

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| 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

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| Date Reviewed and Approved | July 2025 |
| Approved By | HR Advisory team |