

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Asset Manager

Business Group	School Property
Location	Regionally based
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 āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake 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

As the Asset Manager, you will be working with a wide range of stakeholders to help understand, lead and own the following:

- Working with the front-line regional teams including Property Advisors, property planners and key stake holders to help address both growth/decline and property condition challenges.
- Lead any work to understand building condition levels.
- Lead the initiation and planning phases of the project life cycle.
- Support the master planning process.
- Develop intervention options and strategies, both at a school and programme level.

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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 Asset Manager, you will:

- Lead asset interventions for schools in respect to school property, infrastructure and asset planning for demographic and condition interventions.
- Support school property plans incorporating operating and facilities management, preventative maintenance and upgrade/renewal plans to optimise lifecycle costs and asset investments.
- Work proactively with colleagues to develop problem definition and scope of work where asset intervention identified.
- Proactively support and provide expert advice to schools on their asset management plans, including the development of their Strategic Property Plan (SPP), their 10 Year Property Plan (10YPP), 5-Year Property Agreement (5YA) and the coordination of School-led and Ministry-led capital projects and programmes at their school.
- Contribute to pipeline and 10YPP programme planning. This includes undertaking annual school condition surveys, identifying and recording the asset condition, bundling projects for commonality, efficiencies, and effectiveness, and recommending the proposed pipeline/s for delivery and implementation along with providing technical input for all proposed projects.
- Support schools with the development of masterplans. Liaise with schools, Capital Works, Te Mahau, and any other relevant stakeholders.
- Identify asset problems that need to be escalated to the relevant stakeholder with a solution and the relative impacts to the project.
- Provide advice as requested in the preparation of a business case when multiple facets of work are identified.
- Engage, build relationships and work with the Property Advisor, (PA), Infrastructure Managers (IM), Asset Planning (IMAP), Senior Asset Manager (SAM), Regional Infrastructure Manager (RIM), Regional Asset Manager (RAM), Capital Works, Board of Trustees (BoTs) and external consultants in the planning and development of the school's asset management plans and the effective delivery for all construction and maintenance projects.
- Provide support to schools in the event of emergencies, i.e. fire, flood, storms and earthquakes, to ensure property and infrastructure is safe.

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- Identify and escalate emerging issues to the relevant Infrastructure Managers (IM), Asset Planning (IMAP), Senior Asset Manager (SAM), Regional Infrastructure Manager (RIM) and Regional Asset Manager (RAM) as appropriate.
- Ensure consistent interpretation and application of property management policies and guidelines to school Board of Trustees and management within the region.
- 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.
- Develop and maintain strong, effective and constructive working relationships with:
 - Boards of Trustees and Principals
 - 10YPP Consultants and Project Managers
 - Asset Management Team including Property Advisors and Planners
 - Capital Works and delivery teams
 - Procurement, Design, Policy and Finance teams
 - Te Mahau
- Provide an effective and correct response to complex sector questions, queries and issues.
- Collaborate with and provide appropriate guidance and support to the wider team based on experiences or technical capabilities.
- Collaborate with other team members and regions to create a working environment which promotes a high level of motivation and morale.
- Identify strategic linkages with other relevant initiatives within and outside their area of work.
- Follow all health, safety and security policies and procedures contributing to health, safety and security training and briefing sessions and promoting and a safe physical environment for all people and learners.
- Support schools and Early Childhood Education Services to meet their health and safety obligations.

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, Building Surveying, Engineering, Property or Project Management and/or
- Experience in the asset management, facilities management, programme and project management, property management or construction industry.
- Knowledge of relevant related legislation such as, Public Works Act, Building Act, Health & Safety at Work Act, Ministry of Education DQLS.
- Experience in contract management preferably in the construction, asset and property management area.
- Experience working with Māori and Pacific communities (desirable).
- RICS Accreditation or equivalent (desirable).

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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.
- 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.
- Demonstrated ability to problem-solve, plan, develop and implement initiatives and interventions to achieve positive results, outcomes and benefits in line with the school property vision.

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	April 2025
Approved By	HR Advisory Team