

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Assistant Analyst – Portfolio Management

Business Group	School Property
Location	Wellington
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 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

You will support the development and implementation of planning frameworks to support long term investment decisions to upgrade schools to meet the government's objectives. You will work with other team members to ensure strong connectivity between national and regional planning priorities across School Property and will reflect these priorities in the development of advice to Ministers and Cabinet. This will involve working closely with the Ministry's regional property teams, external consultants, Treasury, and other parts of School Property to ensure high quality advice and planning frameworks are developed.

As an Assistant Analyst you will support work and contribute to projects, working across the organisation, with other agencies including The Treasury to undertake analysis on strategic investment issues; advising Ministers on interventions needed to deliver strategic objectives; and influencing others across the system to help realise change. Our work is diverse and will draw upon the skills and experience you bring to the team.

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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 Assistant Analyst – Portfolio Management you will:

- Provide advice to the chair and members of School Property governance committees on our investment decisions and processes. Our governance committees focus on a range of subjects - from assessing and mitigating risks for high-risk projects to providing assurance and overseeing the performance of School Property projects.
- Provide advice to the Minister and Cabinet on matters related to School Property investments, project risks, and performance outcomes.
- Support the co-ordination of the annual Budget process, including working closely with the Ministry's central Budget team.
- Support the coordination with regional property teams and other parts of School Property to ensure that a full analysis of issues and how they fit the School Property investment objectives and strategies and how they will be translated into actions.
- Support the team to develop and implement an investment planning framework, process, priorities and criteria to inform a longer-term investment plan and pipeline of work.
- Work with Finance to support the analysis, priorities and criteria developed, with School Property capital funding plans so that the money goes where it gets best value and outcome.
- Continue to develop strong enduring relationships internally and externally that builds on the trust and confidence School Property has with Treasury, Ministers and Cabinet.
- Write clear, unambiguous, robust reports, and Cabinet papers that outline the Ministry's rationale for business cases that stand up to internal and external scrutiny and reflect well on the School Property function.

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:

- Ability to develop and implement pragmatic and workable solutions in a complex environment
- Experience in building relationships and partnerships to achieve shared outcomes.
- Appropriately qualified with relevant qualifications and/or recent relevant experience.

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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.
- Strong financial and business analysis skills.
- Ability to review and analyse information and test assumptions.
- Ability to identify and manage risk.
- Enjoys and thrives on working collaboratively and across teams and groups.
- Ability to ask the hard questions but in a way that builds relationships and trust and doesn't get people offside.

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

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	May 2025
Approved By	HR Advisory Team