

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Property Support Officer

Business Group	School Property
Location	Regional
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

As part of Te Tāhuhu o te Mātauranga | Ministry of Education, the School Property Group provides safe, healthy, and inspiring learning environments. We manage the Crown's second largest property portfolio of around 2,100 schools with a book value of \$23.7 billion and transport over 100,000 students to and from school each day.

The Property Support Officer (PSO) is part of the Group's front-line service delivery asset management function and is primarily responsible for supporting the asset management team across the region in asset management related tasks including processing of funding applications/payments and property plans, and fostering and managing external and internal relationships by responding to queries and information requests in a timely and informative manner.

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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 Support Officer you will:

- Collate all 10YPP-related documentation for review and file in K2.
- First review of draft plan 10-Year Property Plans (10YPP) for completeness of documentation and prepare base template for 10YPP approval memo and track through approval process.
- Support the tracking and delivery of investment programmes and initiatives (eg Learning Support associated projects)
- Support the performance monitoring of Ministry-engaged Consultants.
- Assist with the co-ordination of School Property Plans and Regional Property Plans.
- Collate, review and distribute project documents for all school-led projects.
- Review procurement plans and Conflict of Interest forms.
- Collate and reconcile closing project documentation for approval.
- Support Property Advisors with completion of documentation and procurement of Building Surveyor for Weathertightness Projects, and preparation of simple funding requests.
- Monitor and distribute the contents of local/regional office electronic and physical mailboxes.
- Arrange School Visits on behalf of Property Advisor and collate all formal school visit documentation, as required.
- Attend School Visits for large schools, as required, to support Property Advisor with collation of asset information.
- Assist the Property Adviser with the completion of the School Visit record and update data in K2.
- Follow up with schools on Outstanding Work Requirement Notices.
- Assist with data integrity in K2, including updating asset information once approved by the Property Advisor.
- Support internal and external stakeholders with general enquiries.
- Provide administrative support for programme meetings (eg roll growth, school property planning)
- Be a part of our health, safety and security training and briefing sessions.
- Support schools and Early Childhood Education Services to meet their health and safety obligations.

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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:

- Some knowledge or experience in a property team
- Experience in building relationships and partnerships to achieve shared outcomes.
- Demonstrated knowledge of data management processes
- Experience working with office and financial systems
- Experience in liaising with stakeholder groups
- Excellent customer service

## Ngā Āheinga | Capabilities

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

- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Working knowledge of Microsoft programmes (Outlook, Word, Excel, PowerPoint)
- Able to work well with others
- Works well under pressure and can multi task
- Helpful, shows initiative
- Multi-tasker

## 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	26 June 2025
Approved By	HR Advisory team