

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Coordinator – School Property Insurance

Business Group	School Property
Location	Auckland, Hamilton, Wellington or Christchurch
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 Coordinator – School Property Insurance implements the Ministry’s property insurance policies and programmes for schools.

This role administers the Ministry’s school-facing insurance policies, works closely with our insurance brokers, and tracks our spend against deductibles. A large day-to-day part of the role is reviewing requests for funding from schools following unexpected losses. This requires a detailed knowledge of our insurance policies and the Ministry’s funding policies, and the ability to apply those policies to the facts and ask the right questions to make sure that schools are getting the funding they are entitled to after a loss.

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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 Coordinator – School Insurance you will:

- Know and apply the Ministry's funding policies for when schools suffer an unexpected loss, ensure that schools receive the right amount of funding, and manage the process to make sure that funding is made available quickly after an event. Support Property Advisors to make the process run smoothly.
- Work closely with our suppliers, and participate in contract procurement processes.
- Document, track, and monitor the funding applied to schools following unexpected events. Prepare monthly and quarterly reports, and repair data as needed. This data is then reported to the Ministry's insurance broker and insurers as a record of the Ministry's claims history. This data informs how insurers price our insurance and forms our claim file if we make an insurance claim. It is also used to keep our financial systems up to date.
- Assist the annual insurance renewal process. This includes supplying data to insurance brokers, preparing external presentations, and bringing insights and advice to the table based on subject matter expertise.
- Manage third party recoveries. This is where third parties are responsible for damage to school property and the Ministry needs to recover funding from them.
- Keep the Ministry's policy settings up to date. This includes updating the funding policies that the Ministry applies to schools after an event, and the insurance policies that the Ministry buys from insurers. This may include updating the website and internal guidance and assisting with the preparation of briefings to senior Ministry leadership and the Minister.
- Process invoices, prepare purchase orders, create projects and keep digital records of events up to date. Prepare agendas and take meeting minutes, and book travel.

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.
- Experience in property management or insurance.

Ngā Āheinga | Capabilities

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

- A track record of working together to achieve efficient 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.
- Curiosity, the ability to prioritise and manage a complex workload with multiple stakeholders and urgency factors, and work independently.

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.



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Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	June 2025
Approved By	HR Advisory Team