

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Infrastructure Manager, Asset Planning

Business Group	School Property
Location	Various
Salary band	M3

### 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

School Property – Te Tāhuhu o te Mātauranga | Ministry of Education, leads inclusive, accessible and integrated national, physical infrastructure to the education system. Our vision for school property is that all schools have quality learning environments as part of a well-managed and sustainable portfolio that helps deliver equitable and excellent outcomes for every child.

The Infrastructure Manager leads, plans and resources to support the delivery of outcomes that are aligned to the Ministry's purpose and agreed strategies. You will be responsible for providing infrastructure asset management advice and support to your regional team on resolutions and school portfolio planning activities, and being a key link to the regional and national Network teams.

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## Ngā Haepapa | Accountabilities

### As a Team Manager within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Lead, develop and implement an integrated workplan that is aligned to the Ministry's priorities and work programmes.
- Collaborate across the Ministry to lead and manage plans and workflows, incorporating technical expertise as needed to deliver improved services and outcomes.
- Lead, manage and contribute to the monitoring and reporting of delivery against workplans and outcomes.
- Plan and manage budgets to support sound financial management and expected return on investment.
- Identify, mitigate and manage risks to delivery and to the reputation and integrity of the Ministry.
- Build workforce capability and diversity by supporting others to grow, embrace change and seek out diverse perspectives.
- Create and maintain a safe, positive and inclusive workplace where people collaborate and are supported to perform at their best.
- Role model authentic practice to build capability as a good kawanatanga partner.
- Create and support networks that support kaimahi to have a voice.
- Collaborate with others to identify priorities and interdependencies and deliver outcomes for Te Mahau.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.

### As the Infrastructure Manager, Asset Planning you will:

- Provide strategic asset management advice to guide optimal short and long-term planning and investment decisions by the Ministry of Education both at individual schools and at an aggregate level, within schooling networks
- Represent EIS in external or internal project teams that are charged with school network design by ensuring proposed changes to the school property portfolio are policy compatible, align to the project's objectives and are taken into account in the decision making process.
- Lead issue resolution both at a systems level and at a school(s) level, through working with internal and external stakeholders.
- Develop and maintain strong and constructive working relationships with external and internal stakeholders to ensure service delivery is integrated and consistent
- Ensure risks, relationships and activities are effectively managed to achieve the best outcomes for the school property portfolio, and to maintain and enhance the Ministry's reputation as a competent, effective organisation.
- Act as an escalation portal for school property portfolio issues and support relevant staff to manage and resolve these issues effectively.
- Work collaboratively with the other Infrastructure Managers to ensure good communication, cooperation and integration of plans, approaches and activities.
- Contribute to the regional leadership of EIS by supporting the Regional Infrastructure Manager and other members of the leadership team.
- Lead and manage the area IMA team to ensure effective strategic asset management advice and optimal investment decisions by the Ministry of Education for individual schools and across schooling networks.

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- Provide leadership and management of the area IMAP team to achieve the outcomes in the annual School Property, Property Delivery and regional business plans.
- Manage the capacity and develop the capability of the area IMAP team to ensure staff have the capability, tools and guidance to do their jobs well.

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:

- Relevant professional property qualification such as Asset Management, Infrastructure Planning, Property or Project Management and/or experience in the asset management, property management or construction industry.
- Proven team leadership experience.
- Experience in developing and delivering workplans that align to organisational strategies and work programmes.
- Experience in developing, monitoring, improving and maintaining functional workflows and processes.
- Experience in leading and contributing to embedding organisational change that delivers intended outcomes.
- Experience in building relationships to achieve shared outcomes.
- Experience in contract management preferably in the construction, asset and property management area.
- Experience working with Māori and Pacific communities.
- Proven asset management experience with organisations owning large and complex property portfolios, desirably but not confined to the public sector.

## Ngā Āheinga | Capabilities

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

- Proven ability to coach and constructively challenge others to grow.
- A proven track record of building and maintaining trusted relationships with colleagues and internal and external stakeholders.
- Sound knowledge of government and public sector processes.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Knowledge of relevant related legislation such as, Public Works Act, Building Act, Health & Safety.
- Sound knowledge of the Government's direction, policy priorities, and budgeting processes – sound knowledge and experience of Cabinet and Ministerial processes and procedures, including providing advice on policy, service delivery and parliamentary processes.
- Well-developed strategic and critical thinking skills and analytical capability.
- A track record of success and results in a team environment in a complex delivery organisation that involved strategic and financial/operational management accountability and a high need for stakeholder engagement

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- Sound understanding of the particular demands of managing the delivery of complex services in the public sector, including the delivery of high value services in a political context.
- Sound leadership skills and the ability to facilitate outcomes through personal credibility and influence – an effective leadership presence with peers.
- An ability to make sound decisions within short timeframes and effectively ‘think on your feet’ to provide creative solutions.

## 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	Confident
Pou Mana   Knowledge of Māori content	Confident
Pou Kipa   Achieving equitable education outcomes for Māori	Confident
Pou Aroā   Critical consciousness of racial equity for Māori	Confident

## 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