



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Intern, Property Data

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 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

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 Intern, Property Data is an intern position supporting the Data Improvement team to deliver a step change in the quality and accessibility of property-related data and information. The role is primarily focused on correcting a backlog of known data errors and contributing to the Ministry's wider data intelligence initiative, which aims to lift the maturity of data accuracy. This work supports improved decision-making and strengthens the integrity of property data across the region.



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Ngā Haepapa | Accountabilities

As the Intern, Property Data you will:

- Perform accurate and timely data entry into property systems (e.g. K2), ensuring alignment with approved guidance and standards.
- Support the ongoing improvement of property data quality by identifying inconsistencies, proposing corrections, and implementing approved changes.
- Allocate, relocate, and manage property-related information in accordance with Ministry protocols and system updates.
- Collaborate with Property Advisors and other relevant staff to gain approval for data amendments.
- Monitor and maintain data integrity across systems.
- Assist in the documentation and tracking of property-related decisions, ensuring transparency and traceability.
- Contribute to the Ministry's data intelligence initiatives by supporting efforts to lift data maturity and accessibility.
- Demonstrate initiative and self-motivation in managing tasks, improving workflows, and supporting team objectives.

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 team environment
- Experience in building relationships and partnerships to achieve shared outcomes.
- Demonstrated knowledge of data management processes
- 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 multitask
- Helpful, shows initiative



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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	November 2025
Approved By	HR Advisory team