

Ngā Kōrero e pā ana ki te Tūranga

Job Description

School Property Officer

Business Group	School Property
Location	Regionally based
Salary band	A5

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

The School Property Officer (SPO) is a critical role in supporting the delivery of school led property projects within the School Property Group. The role supports Property Advisors across the region in asset management related tasks including processing of project documentation, funding applications/payments, financial management and property plans.

As the School Property Officer, you will be responsible for tracking and monitoring school led projects, providing guidance and advice on process and policy to internal and external stakeholders and analysing financial information and undertaking system inputs in a timely manner. A high degree of accuracy is required and the ability to communicate clearly and explain Policy and decisions to both internal and external stakeholders.

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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 external stakeholders, working with others to inform operational level decision making.
- Manage multiple competing demands while processing large volumes of financial transactions and asset related data
- 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 and manage outcomes with external stakeholders.
- 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 a School Property Officer you will:

- Manage the financial process of school led property projects including analysis, reconciliation, invoice processing and system management.
- Manage the process of reconciling and processing accurate capitalisation transactions
- Ensure systems and processes are efficient and effective and identify opportunities to enhance and improve financial management, information, services etc are identified and implemented.
- Engage with external stakeholders, including schools and manage those relationships.
- Analysing information received to ensure complete and accurate and aligned to Policy before seeking approval.
- Plan and manage project lifecycles to effectively manage funding proactively, identifying actions to return unused funds in a timely manner.
- Manage multiple budgets and apply the correct processes to identify and use funding in the correct order
- Manage data, identifying when updates are required, maintaining data integrity and identifying and correcting errors.
- Work collaboratively with other SPOs to provide a consistent regional/nation-wide level of service
- Support other regions as required including back-up during times of leave or increased work load
- Understand business systems and processes; support others to improve their knowledge; identify opportunities for business improvement.
- Coach, mentor and provide support to Property Advisors and other team members on how to optimally use K2.
- Work across other areas of the business including to finance to provide timely reporting as required.
- Take responsibility for K2 data integrity; sense check and challenge when necessary. Ensure that all reporting procedures have been followed.
- Contribute as a member of the School Property Team to build the capability of the team. Promote the

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right attitudes and behaviours that contribute to the overall culture of the office, respecting our obligations to te Tiriti.

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:

- Proven experience liaising with different stakeholder groups
- Demonstrated knowledge of data management processes and experience working with office and financial systems.
- Excellent time management, planning and organisational skills
- Knowledge of and experience of the Machinery of Government and/or public sector

Ngā Āheinga | Capabilities

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

- 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.
- A track record of excellent customer service focus and dedicated to meeting the expectations and requirements of internal and external customers.
- Proven ability to establish and maintain strong relationships across a diverse group of customers and gain their trust and respect.
- Demonstrate initiative and a high degree of professional independence, self-discipline and remaining calm under pressure.

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	August 2025
Approved By	HR Advisory team