



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Advisor, Vehicle Fleet, Property and Sustainability

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	A9

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 Principal Advisor, Vehicle Fleet, Property and Sustainability will be responsible for the Ministry of Education's vehicle fleet planning and oversight of the operation management of the vehicle fleet. In addition, this position will provide support to the Manager, Property and Sustainability on significant issues in the Property and Sustainability portfolio, assist with driving and leading projects and key priorities in Property and Sustainability, when required.



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Ngā Haepapa | Accountabilities

As a key specialist Advisor within Te Tāhuhu o te Mātauranga | the Ministry of Education, your key result areas include:

Vehicle Fleet management

- Responsible for supporting the Manager, Property and Sustainability to procure a fit for purpose, safe, cost-effective vehicle fleet which minimizes our carbon footprint in line with government expectations;
- Oversight and monitoring of fleet operations for compliance with the New Zealand law and regulations and government policy to ensure that the fleet is safe to drive, regularly serviced, repaired, maintained and fit for business purposes;
- Ensure all fleet management processes and procedures are robust, being complied with across the Ministry and support the Ministry's fleet reporting requirements;
- Continue to progress the Ministry's already well-advanced electric vehicle programme to ensure optimal return on this investment; and
- Provide regular analysis, review and reporting as required to the Manager, Property and Sustainability and other managers.

Vehicle Fleet strategy, planning and performance

- Develop, implement and manage vehicle fleet policy, associated guidelines and processes to support the provision of a fleet aligned to best practice across government as well as providing efficient and safe operations;
- Monthly fleet and transport review and reporting with any vendors to maintain optimal fleet numbers, acceptable utilization levels and value for money checks;
- Manage and monitor fleet pricing, specifications and overall costs year on year to ensure effective and efficient fleet performance;
- Understanding of suppliers to the vehicle fleet market, supporting technology and wider capability to enable the Ministry to continue to evolve and innovate its vehicle fleet management practices across all aspects of vehicle fleet operations (i.e. leasing, fleet maintenance, accident management and fuel/electricity management); and
- Oversee the ongoing transition to electric vehicles in the Ministry's vehicle fleet where it is practicable and cost effective.

Vendor Contract and Relationship Management

- Work with the Manager, Property and Sustainability and the Procurement team to manage vehicle management related vendor contracts so they are reviewed, maintained and kept up to date; and
- Monitor vendor service performance to ensure that all outsourced services are delivered and performed to the Ministry's requirements as set out in the contracts.

Financial budget planning

- Contribute to the financial budget preparation and planning, effective monitoring and reporting and costing of services; and
- Provide recommendations on vehicle related expenditure and resources to the Manager, Property and Sustainability.

Health and safety

- Understand and implement appropriate management accountabilities to ensure compliance; and
- Ensure all health, safety and security policies and procedures are followed as they apply to Vehicle Fleet management and work with the appropriate specialist advisors in the People Safety and Wellbeing team as well as Security to ensure practice is in line with Ministry policy and guidance.



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Portfolio Leadership supporting the Manager, Property and Sustainability

- Provide support and where necessary lead projects across property and sustainability projects and on significant issues to manage the delivery of the work that the Manager, Property and Sustainability is responsible for.

Being part of the Ministry:

- 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; and
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Comply with all Ministry policies and work in accordance with the Ministry's delegations framework.

Wheako | Experience

To be successful in this role you will have the following experience:

- Experience in a complex organization.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in management of specialist services in vehicle fleet management including the effective management of a large vehicle fleet.
- Experience in managing key suppliers of services.
- Experience in leading and managing property and/or sustainability projects.

Ngā Āheinga | Capabilities

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

- A track record of bringing people together and leading, coaching and mentoring others to achieve 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.
- Project management experience and knowledge of the disciplines and methodologies to be applied.
- Stakeholder and relationship management skills.
- Documentation and reporting writing to Boards and senior managers as required to provide information but also to seek expenditure approvals.



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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	August 2025
Approved By	HR Advisory