



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Chief Advisor – Water Services

Business Group	School Property
Location	Flexible
Salary band	B4

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 Chief Advisor, Water Services will lead the Ministry's Water Services technical team, whose objective is to ensure safe and compliant water services which meet minimum performance standards across the Ministry's property portfolio. This work will support both School Property and Te Pou Rangatōpū | Corporate groups.

The Chief Advisor will be responsible for the development of appropriate policies, procedures, assessment methodologies and quality assurance processes to ensure Ministry investment in water services meet safety, compliance, reliability, sustainability, maintainability and performance KPIs while delivering on 'Value for Money' expectations. This will include championing the importance of evidence-based design and effective water services asset management (timely renewal and maintenance of critical assets) to achieving safe and compliant water supplies and wastewater systems.

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The Chief Advisor, Water Services will also be the technical lead providing support and formal review of school and Ministry led programmes of work e.g. Safe Water in Schools Programme. The Chief Advisor will provide advice and guidance on water services planning, design, physical upgrades, operation, maintenance and monitoring in respect of procurement, design standardisation and specifications, project specific as well as risk mitigation.

Ngā Haepapa | Accountabilities

As an Advisor 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.
- Share expert knowledge across the organisation and schools, working with others to inform system-level decision making.
- Lead the resolution of complex 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 strategic issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Bring together and lead multi-disciplinary teams as needed to deliver solutions, developing and implementing workplans and creating a positive and inclusive team environment.
- Build networks and collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.

You will make decisions in accordance with the Ministry's policies and delegations framework.

As the Chief Advisor, Water Services you will:

- Provide executive level support and advice to School Property leadership team that improves the health and safety, compliance and performance of school water services (water supply, wastewater and stormwater) providing high-quality planning, capability, thought leadership and expertise on strategies and work programmes.
- Share expert knowledge on water services across the organisation and schools, working with others to inform system-level decision making.
- Lead the resolution of complex issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry
- Provide engineering strategy and technical advice relating to policy, programmes (e.g. Safe Water in Schools Programme) and specific projects.
- Develop and maintain the Ministry's Water Services policies, guidance and tools to ensure their relevance and effectiveness for schools, property staff and external stakeholders.
- Continue the development of the Ministry's Water Services design guidance, standards, specifications and templates to improve their effectiveness in improving the performance and quality of school water services.



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- Monitor identified school property water services risks (e.g. drinking water and wastewater system performance and regulatory compliance) and provide regular updates to Property Leadership.
- Champion the procurement and deployment of an appropriate water services data and compliance monitoring application to provide assurance of safety and compliance outcomes
- Build water services knowledge and capability within Property teams (Asset Management, Capital Works, Procurement etc).
- Build and maintain effective stakeholder relationships within the Ministry and with external agencies (e.g. Council Water Agencies, Regional Councils, Taumata Ora, Crown Water Supplier Agencies, Water New Zealand, technical societies and research institutes).

Ngā Tohu Mātauranga Waiwai | Essential Qualifications

- Bachelor of Engineering (BE) or equivalent degree specialising in civil engineering and/or water services engineering.
- Chartered professional engineer (CPEng or equivalent).

Wheako | Experience

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

- Technical experience (10+ years) and knowledge of water services treatment and network infrastructure design and construction in a New Zealand context
- Experience with design, construction, operation and maintenance of small drinking water and on-site wastewater systems in a New Zealand context
- A comprehensive knowledge of the engineering and legislative standards and requirements related to water services infrastructure (water, wastewater and stormwater)
- Proven experience in leading, influencing and building credibility across a range of internal and external stakeholders
- Proven ability to take on challenges and opportunities and progress to solutions

Ngā Āheinga | Capabilities

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

- A proven 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.
- A proven track record of building and maintaining trusted relationships with (as appropriate):
 - colleagues
 - stakeholders
 - Māori and iwi
 - Ministers
- Sound political awareness and ability to navigate government processes and navigate ambiguity in a complex environment.



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- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.

Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry's Māori Crown Relations capability framework. 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	October 2025
Approved By	HR Advisory team