

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Chief Advisor, Property

Business Group	School Property
Location	Wellington
Salary band	B5

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 Chief Advisor, Property role is to work with and support the Group Manager and the property leadership team to lift performance and capability through leadership and expertise on strategies, work programmes, information requests and complex system issues. This includes supporting the Group Manager to ensure visibility of property issues and undertake activities on behalf of the Group Manager such as trouble shooting, driving a coordinated change effort and providing analysis of property challenges and opportunities.

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Ngā Haepapa | Accountabilities

As a Strategic Advisor of 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 the system, 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.

As the Chief Advisor, Property you will:

- Provide executive level support and advice to the Group Manager that supports delivery of the School Property Strategy through providing high quality planning and investment advice.
- Identify opportunities for business improvement across School Property.
- Contribute or provide insight to business improvement projects as required.
- Ensure that business improvement initiatives are aligned with and support the delivery of key strategic objectives and priorities.
- Maintain positive, productive relationships with a range of internal staff and key external contacts.
- Being responsive to time-critical requests while mitigating the burden of these requests on operational staff.
- Using influence to shape actions and decisions across school property relating to information requests and escalated issues, and probing colleagues on the rigour of information provided if required.
- Providing constructive, improvement-focused feedback on the work of advisors in the team and fosters a collaborative and transparent working style.
- Becoming a trusted source of advice and guidance across Property groups, from front line property staff to senior leaders.
- Act as a problem solver and fixer for the Group Manager and respond to information requests from internal and external areas.
- Lead provision of continuous improvement initiatives that drive best practice asset management.
- Scan for risks and opportunities across property functions, identifying actions that need to be taken to improve deliver and ensure accountability for actions.

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

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Wheako | Experience

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

- Experience at a leadership level, ideally in a complex organisation
- Experience leading and contributing to strategic initiatives, work programmes or projects that have organisational impact.
- Experience in driving organisational change aligned to a shared vision and strategic priorities that delivers intended outcomes.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Proven experience within infrastructure/ property asset management.
- Track record of success and results in a team leader / management role in a large and complex delivery organisation that involved strategic and financial/operational management accountability and a high need for stakeholder engagement.
- Proven ability and experience of leading a team to develop asset management maturity.
- Proven record in successfully implementing changes and improvements to processes and practices.
- Highly developed relationship management skills with a proven ability to consult and influence at all levels

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 shift mindsets and foster collaborative action.
- Proven ability to use data and insights to identify trends, risks and opportunities, and to inform system-level decision making.
- A proven track record of building and maintaining trusted relationships with:
 - colleagues
 - stakeholders
 - Māori and iwi
 - Ministers
- Sound political awareness and knowledge of government processes, with proven ability to navigate ambiguity in a complex environment.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- A relevant tertiary qualification
- Proven critical thinking skills and analytical capability



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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	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	July 2025
Approved By	HR Advisory team