

Job Description

Job details

Job title	Principal Advisor - Strategic Asset Management
Business Group	Te Puna Hanganga, Matihiko Infrastructure & Digital
Salary band	A9
Location	Wellington
Reports to	Chief Advisor Strategic Asset Management
Direct reports	Nil

Organisation Context

Our Purpose	<p>We work together to shape an education system that delivers excellent and equitable outcomes.</p> <p>Ko tā mātou he waihanga i tētahi pūnaha mātauranga e tuku ai he otinga tōkeke, he otinga hiranga</p>
Our Behaviours	<p>Aroha: care and concern for others</p> <p>Ōrite: equitable opportunities for all</p> <p>Whanaungatanga: a shared purpose and sense of belonging</p> <p>Kaitiakitanga: looking after our relationships and our resources</p> <p>Manaaki: we are kind, generous and respectful</p> <p>Pono: we do the right thing, not the easy thing</p> <p>Mahi Tahī: we connect and collaborate</p> <p>Whakamanawa: we empower each other to do our best</p> <p>Whakawhirinaki – by consistently demonstrating our behaviours we build trust with each other and the people we service.</p>

Job Context

Job Purpose	<p>Te Puna Hanganga, Matihiko Infrastructure & Digital – Te Tāhuhu o te Mātauranga Ministry of Education, manages the Crown's second largest property portfolio of around 2,100 schools with a book value of \$23.7 billion, and transportation of over 100,000 students to and from school each day.</p> <p>Our vision for school property is that all schools have quality learning environments as part of a well-managed and sustainable portfolio that helps deliver equitable and excellent outcomes for every child.</p> <p>The Ministry is committed to strengthening its asset management capability to support achieving Ministry strategy and government objectives.</p> <p>The Principal Advisor role leads improvements in how we manage the portfolio specifically focusing on asset and investment management including how we prioritise investments and improve asset performance. The role will work across the group to lead implementation of Te Rautaki Rawa Kura – the School Property Strategy 2030 and ensure policies, funding and operations are aligned and integrated.</p>
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Accountabilities

Key accountabilities	Key activities
Leadership and Advice	<ul style="list-style-type: none"> • Lead the development of advice on significant issues involving high levels of intellectual complexity, potential conflict and risk, and propose practical and new solutions: <ul style="list-style-type: none"> ○ Provide expert knowledge in strategic asset management in the context of school infrastructure and use it to review and implement asset management strategy, develop frameworks and plans and influence policy development and business decisions within Te Puna Hanganga, Matihiko Infrastructure & Digital. ○ Accountable for the production of advice on a wide range of complex matters, including service levels, investment prioritisation, scenario planning, and capability development. ○ Strategically manage, and exercise analytical leadership by: <ul style="list-style-type: none"> ○ Identifying future trends in the demand for and supply of school infrastructure and what this may mean for the services provided. ○ Providing thought leadership on critical areas of existing and proposed new policy and strategy, working collaboratively with policy and delivery teams. ○ Challenging current thinking and developing new frameworks, raising new ideas, and providing innovative ways to present advice.
Strategy and Planning	<ul style="list-style-type: none"> • Work with key staff in Te Puna Hanganga, Matihiko Infrastructure & Digital and the wider Ministry to: <ul style="list-style-type: none"> ○ Identify medium to long-term issues and trends, opportunities and threats affecting the management of the school infrastructure portfolio. ○ Formulate strategic directions and priorities ○ Develop asset management planning frameworks and documents to support strategic direction and priorities ○ Provide advice in the context of Te Puna Hanganga, Matihiko Infrastructure & Digital's strategy, consistent with the Ministry's strategic intent and Government policy. ○ Enable Te Puna Hanganga, Matihiko Infrastructure & Digital and other Ministry staff relate their current work to the broader picture. • Provided leadership in ensuring a creative, practical and proactive approach to problem identification and resolution within the Group, linking with other parts of the Ministry as appropriate. • Ownership for Te Puna Hanganga, Matihiko Infrastructure & Digital's asset management strategy to ensure it is well understood and integrated within our operations.
Information and Systems	<ul style="list-style-type: none"> • Work across Te Puna Hanganga, Matihiko Infrastructure & Digital to define critical asset data and drive improvement and/or development of our asset management information and systems required to: <ul style="list-style-type: none"> ○ implement asset management strategy and ensure plans are of a good standard ○ improve decision making • Ensure all staff understand the importance of asset data to enable the continuous improvement of data quality.
Influence and improvement	<ul style="list-style-type: none"> • Lead continuous improvements in the Ministry's investment management and asset management maturity and performance. • Ensure the Ministry's effective compliance with the expectations of cabinet circular CO (19)6: Investment Management and Asset Performance in the State Services, including the Investor Confidence Rating is realised.

Relationship management	<ul style="list-style-type: none"> • Foster timely and effective communication and co-ordination between the Group and other areas within the Ministry. • Work through formal and informal networks across the Ministry to promote an understanding and awareness on specific issues and ensure these perspectives are considered as part of the strategic asset management function. • Lead and influence complex and multiple relationships to take full advantage of the perspectives of external stakeholders. • Provide Mentorship and provide development to senior advisor.
Ministerial Servicing	<ul style="list-style-type: none"> • Oversee the preparation of ministerial correspondence, Parliamentary questions, briefing notes, speech notes, Official Information Act requests, Cabinet papers and reports.
Other Duties	<ul style="list-style-type: none"> • Other duties which will be negotiated and included in the performance agreement.

Job specific competencies (Leadership Success Profile)

Behavioural expectations of all people linked closely to our mission and behaviours and Code of Conduct. To be successful in your role, you'll need to display the behaviours and attitudes that are described in our competency framework. For more information, visit <http://www.ssc.govt.nz/resources/leadership-success-profile/>

Capability	Level	Capability	Level
Leading strategically	3	Developing talent	3
Leading with influence	3	Managing work Priorities	3
Enhancing organisational performance	3	Enhancing system performance	3
Leading at the political interface	3	Enhancing people performance	3
Enhancing team performance	3	Engaging Others	
Achieving Ambitious Goals		Curious	
Honest and courageous		Resilient	
Self-aware and agile		Tātai Pou	

Key working Relationships

Internal
<ul style="list-style-type: none"> • Head of Te Puna Hanganga, Matihiko Infrastructure & Digital • Group Managers • Senior Managers • Infrastructure Managers • Project Leads • Other managers and staff across the wider Ministry
External
<ul style="list-style-type: none"> • Central Agencies and other government departments: work collaboratively while advocating in such a way to support the Ministry's role as a sector steward. • Build a presence for the Ministry to sector providers, delivery partners, interest groups and professional academic and research organisations.

Technical and specialist capabilities

Qualifications / Skills / Experience / Knowledge	
Education and Professional Membership	A tertiary qualification in law, property, accounting, economics, education, engineering, architecture, building science or other relevant disciplines, or equivalent experience is required.
Expertise, Knowledge and Skills	<ul style="list-style-type: none"> • Advanced understanding of strategic asset management, preferably with an understanding of school infrastructure • A strategic outlook with the intellectual capability to analyse large, complex issues to deliver new insights. • Understanding of New Zealand's political, economic, cultural and social structures. • Quantitative skills. • Excellent, oral and written communications, including the ability to present complex issues clearly and concisely. • Credible, respected relationships with diverse stakeholders, including senior managers, managers, team members, staff in partner agencies and key external stakeholders and opinion leaders. • Awareness of, and sensitivity to, the cultural values and particular needs of Māori. An understanding of the principles of the Treaty of Waitangi, and their implications for the work of policy development is essential. • Experience in developing effective working relationships with Māori, Iwi, and people from diverse backgrounds. • Thorough understanding of New Zealand's machinery of government and legislative processes, preferably including Budget decision making, and Cabinet processes.

Job detail

Financial Delegation	Nil
People Delegation	Nil
This position has the following specific requirements	Other Police Vetting Conflict of Interest
Health, Safety and Wellbeing	I am responsible for: My own health and safety and that of my colleagues. Reporting of all incidents and near misses.

Working conditions

Physical environment	Open plan office, hot desk.
Travel requirements	TBA

Office use	
Date reviewed & approved	November 2021