

## Head of Facilities

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### **Kaupapa | Purpose**

Lead the strategic and operational delivery of facilities services across Toi Ohomai campuses and sites to ensure safe, sustainable, and fit-for-purpose environments that support high-quality teaching, learning, and community engagement. Partner with internal and external stakeholders to deliver capital works, asset management, and space optimisation aligned with organisational goals.

This role oversees facilities planning, compliance, and budget management, embedding sustainability and resilience into infrastructure development. The Head of Facilities ensures services are responsive, future-focused, and aligned with the needs of ākonga, kaimahi, and the wider community.

**Reports to:** Executive Director Finance and Infrastructure

**Team:** Facilities

**Remuneration:** \$123,400 - \$154,200 (Fixed Remuneration excluding KiwiSaver)

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### **Ārahi | Lead**

Hold responsibility for facilities delivery, including capital works planning, asset lifecycle management, space optimisation, compliance, sustainability integration, and operational risk management.

Provide values-based leadership and management to the Facilities team to deliver objectives which are values-aligned, high quality, and focused on sustainability, compliance, operational excellence, and the wellbeing of ākonga and kaimahi.

Ensure the wellbeing, productivity, performance, and development of the Facilities team. Growing kaimahi to contribute to the continuous quality improvement, sustainability, and operational excellence of Toi Ohomai.

Contribute strategic thought leadership in facilities management, infrastructure planning, sustainability, and compliance, staying abreast of industry trends, fostering innovation, and driving the development and implementation of continuous improvement.

Hold oversight of the Facilities budget, ensuring sound management and forecasting in partnership with Finance for the delivery of required outcomes, including (but not limited to) full utilisation of resources.

Demonstrate visibility and engagement across Toi Ohomai activities.

Collaborate with other Toi Ohomai senior leaders contributing to the overall leadership of the organisation and ensuring leadership and delivery is connected and aligned.

## Ngā mahi | Do

Provide strategic leadership and direction for all facilities-related functions across Toi Ohomai campuses and sites, ensuring infrastructure and services align with Toi Ohomai's mission, strategic goals, and long-term sustainability.

Lead the planning, prioritisation, and execution of capital works, asset lifecycle management, and infrastructure development to deliver safe, compliant, and future-ready environments that support teaching, learning, and community engagement.

Embed sustainability and kaitiakitanga principles into all aspects of facilities planning and operations, promoting environmentally responsible practices, energy efficiency, and climate resilience across the built environment.

Ensure robust compliance with health, safety, and environmental regulations, including statutory and regulatory standards, while championing a proactive and integrated approach to risk management that supports Toi Ohomai academic, cultural, and operational integrity.

Oversee the development and management of facilities budgets and partnering with the Procurement Specialist, ensuring financial efficiency, value-for-money outcomes, and strategic resource allocation that supports Toi Ohomai priorities.

### Demonstrate commitment to:

**Ākonga at the center** through ensuring positive outcomes for ākonga in all aspects of their learning journey.

**Te Tiriti o Waitangi and Māori Success** by positively championing and contributing to the success of partnerships with Iwi, Hapū and Mana Whenua, honoring Te Tiriti o Waitangi to uplift Māori success.

**Equity** by identifying and removing barriers to participation and achievement, and fostering inclusive, culturally responsive environments where all ākonga and kaimahi can thrive.

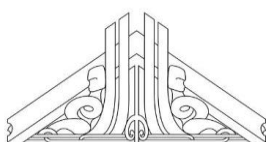
**Vocational Education Excellence** through building responsive provision and services to meet the needs of ākonga, and stakeholders and to enable future sustainability.

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## Pūkenga | Have

Minimum Bachelor's Degree (Level 7) qualification in Facilities Management, Property, Engineering, or a related field, or the equivalent body of knowledge gained through experience.

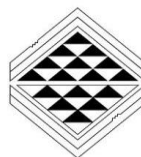
Extensive years' experience in facilities management, property, or infrastructure leadership roles, with a proven track record of delivering strategic capital works, asset management, and operational excellence across complex, multi-site environments.



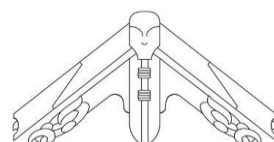
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

Demonstrated experience (5+ years) in leading multidisciplinary teams, fostering a high-performance culture, and embedding Te Tiriti o Waitangi principles and inclusive leadership practices in organisational settings.

Extensive experience in managing large-scale budgets and procurement processes (5+ years), including financial forecasting, cost control, and value-for-money assessments within a public or tertiary sector context.

An understanding of the obligations to include Te Tiriti o Waitangi in workplace practices.

Evidence of ongoing professional development that enhances knowledge and practice relevant to the position.

Experience in leading and advocating the use of te reo Māori, tikanga and mātauranga Māori in the workplace

Demonstrated practice in advocating, supporting and leading approaches that promote equity and prioritise the needs of priority groups.

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## Waiaro | Be

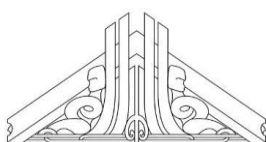
**At Toi Ohomai, Toiohomaitanga describes our way of doing and being. It reflects how we care for each other, work together, and uphold our shared purpose. These behaviours apply to all kaimahi, with expectations scaled to the nature and level of each role. They guide how we show up in our mahi, contribute to our collective success, and reflect our commitment to Ā mātou uara | Our values in everyday practice.**

**Ako:** Demonstrates curiosity and a commitment to continuous learning. Applies new knowledge to improve practice and outcomes and actively contributes to a culture of shared growth. This supports toitūtanga by sustaining excellence and adaptability over time.

**Authentic and Inclusive:** Fosters inclusive environments where people feel safe, respected, and able to be themselves. Actively includes diverse perspectives, addresses inequities, and supports others to thrive. These behaviours reflect manaakitanga through care, generosity, and upholding the dignity of all.

**Connected:** Builds and maintains strong, trusting relationships across teams and communities. Fosters cross-functional collaboration by sharing knowledge, aligning efforts, and supporting others to achieve shared goals. Communicates with empathy and respect, contributing to a shared sense of purpose. This strengthens whanaungatanga by nurturing meaningful connections and collective wellbeing.

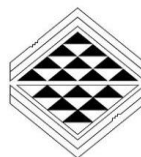
**Innovative and impactful:** Identifies opportunities to improve and applies evidence, creativity, and courage to drive meaningful change. Uses data and insights to inform decisions, challenge the status quo, and focus on outcomes that matter for ākonga, kaimahi, and communities. These behaviours



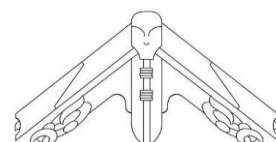
WHANAUNGATANGA



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reflect kotahitanga, recognising that lasting improvement is strengthened through collaboration and shared purpose.

**Engaged:** Actively participates in Toi Ohomai initiatives that advance our vision. Shares knowledge, supports others, and contributes to a positive, forward-focused culture. This is how we can live kotahitanga, working together with unity and purpose.

**Self-aware:** Demonstrates humility, reflection, and openness to feedback. Understands the impact of their actions and takes responsibility for creating conditions where others can thrive. This reflects toitūtanga through thoughtful and courageous practice that supports respectful relationships and sustainable ways of working.

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## Ngā Hononga Mahi | Working relationships

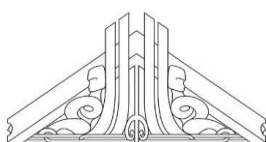
**Internal:** Council, Executive Leadership Team, Senior LeadershipAll kaimahi

**External:** Suppliers and contractors, Government Agencies, Legal

**Resource delegations and responsibilities:**

**Financial:** As per delegated authorities

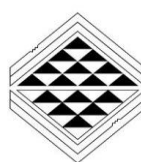
**People:** 20-25 Direct and Indirect reports



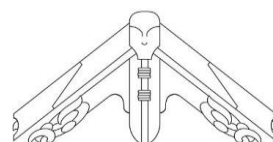
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