

Position Description

Position Title - Ingoa Tūranga

Portfolio Manager (403818, 403819)

Group - Puni

People & Operations Group (P&O)

Division - Tānga

Asset Management Division (AMD)

Reports to - Menetia

Division Manager, AMD

About the Public Service - Mō te Ratonga Tūmatanui

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act 2020 ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ē anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kōunga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act 2020 states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi/te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

About the Ministry - Mō te Manatū

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to build a safer, more prosperous and more sustainable future for New Zealanders. We do this by building connections with and influencing other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to the wellbeing of New Zealanders in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges.
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections.
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore.
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

Diversity and Inclusion - Kanorau, Kauawhi

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

Our values are:

- **Impact:** We achieve for New Zealand, every day, everywhere
- **Kotahitanga:** We draw strength from our diversity
- **Courage:** We do the right thing
- **Manaakitanga:** We honour and respect others

The Ministry recognises the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where the Ministry's business deliverables require staff to be available during certain hours of the day or for longer periods to meet a temporary surge in work requirements.

About the Position - Mō te Tūranga

The Asset Management Division (AMD) is responsible for leading the strategic asset planning and management of MFAT's property and asset portfolio. MFAT operates a network of 350+ Chancery, Official Residence and residential staff premises overseas, providing secure, functional work and living environments for staff to support and conduct the Government's official business effectively. AMD is also responsible for MFAT's vehicle fleet.

The Portfolio Manager is responsible for the strategic stewardship, performance and outcomes of a defined segment of MFAT's global asset portfolio. They hold operational decision-making accountability for managing that portfolio within enterprise settings established by the Strategy, Planning and Performance Manager. The role combines active portfolio management with the development of robust, evidence-based advice to inform investment decision-making at senior organisational levels.

They are the accountable owner of asset risk for their portfolio, responsible for making operational decisions within delegated authority and escalating explicit trade-offs between risk, cost, service continuity and investment where required. The role is asset-based rather than regionally organised, with accountability for ensuring assets are fit-for-purpose, well-performing and aligned with organisational priorities across diverse operating contexts.

Reporting directly to the Divisional Manager, Asset Management Division, the Portfolio Manager provides senior leadership and single-point accountability for portfolio stewardship, performance, risk and lifecycle outcomes, including making operational and portfolio-level decisions within delegated authority, and identifying, analysing and recommending trade-offs where escalation is required. The role integrates technical, financial, commercial and operational inputs to enable coherent, transparent and defensible asset decisions and recommendations.

The role actively monitors and manages portfolio performance across service, cost, risk and delivery outcomes, regularly reviews portfolio composition to respond to changing strategic needs, and oversees the prioritisation and sequencing of investment activity. While major investment decisions are made at senior organisational levels, the role is responsible for ensuring proposals, acquisitions, divestments and leasing strategies are evidence-based, aligned and implementation-ready.

The Portfolio Manager acts as the accountable owner for portfolio-level risk, responsible for defining, accepting, managing, reviewing and escalating risk in line with governance arrangements, and supports effective governance through clear, timely and high-quality advice. The role both exercises delegated decision-making authority and ensures risks and trade-offs are visible to senior decision-makers.

As a member of the Asset Management leadership team, the Portfolio Manager provides leadership across the asset management system, builds strong relationships with internal and external stakeholders, and contributes to capability development across the Ministry. The role contributes to the strategic direction of the Division and plays a key role in the ongoing modernisation of MFAT's asset management and property management operating model, linking enterprise settings, operational portfolio management, and organisational decision-making, and translating these into prioritised inputs for capital delivery.

Key Accountabilities - Kawenga Matua

Portfolio Stewardship and Performance

- Provide strategic leadership and single-point accountability for the performance, risk and outcomes of the assigned asset portfolio.
- Ensure assets are aligned with organisational priorities, operating context and risk appetite.
- Monitor and manage portfolio-level performance, including levels of service, cost, risk and delivery against agreed outcomes.

Asset Planning and Lifecycle Management

- Lead the development and maintenance of asset and lease lifecycle management plans at portfolio, asset and property levels, including vehicles.
- Ensure lifecycle decisions optimise whole-of-life value and total cost of ownership.
- Regularly review portfolio composition and performance to respond to changing strategic needs.

Investment, Acquisition and Divestment

- Provide leadership and advice on acquisitions, divestments, leasing strategies and major investment decisions.
- Oversee portfolio-level prioritisation and sequencing of investment activity.
- Ensure investment proposals and lease decisions are evidence-based, consistent and aligned with strategic intent.

Governance, Risk and Assurance

- Act as the accountable owner for portfolio-level risk, performance and outcomes.
- Define, accept, review and escalate risk in line with risk governance arrangements.
- Support effective governance by providing clear, timely and high-quality advice to senior leaders and decision-makers.

Leadership and Stakeholder Management

- Provide leadership across the asset management system, including to direct reports and key contributors.
- Build and maintain strong relationships with internal and external stakeholders to support informed and consistent asset decisions.
- Represent the Division in cross-government and external forums as required.
- Contribute to asset management capability development across the Ministry.

Organisational Responsibilities

- Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework.
- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies, and external stakeholders.
- Understand Tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business.
- Be aware of and adhere to the Ministry's Health and Safety policies and procedures.
- Share responsibility for health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents.
- Treating information as taonga, and creating reliable and trustworthy records in approved systems so that they can be found and used by others
- Participate in Ministry-wide projects and emergency responses as required

Skills, Knowledge and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako

The Portfolio Manager will have the following experience, skills and knowledge:

Qualifications:

- A relevant tertiary qualification in property, asset management, infrastructure, engineering, finance, public policy or a related discipline, or equivalent practical experience.

Experience:

- Significant experience in asset, property or infrastructure management roles within complex, asset-intensive organisations, ideally with exposure to global or widely distributed portfolios.
- Demonstrated experience providing portfolio-level leadership across asset planning, investment prioritisation, performance management and lifecycle decision-making.
- Experience integrating technical, financial, commercial and operational inputs to support coherent, defensible asset decisions.
- Proven experience advising senior leaders and governance bodies on asset-related strategy, investment, risk and performance.
- Experience making and defending risk-based trade-offs at portfolio or enterprise level, including decisions where no risk-free options exist.
- Experience operating effectively in complex public-sector or regulated environments, with an understanding of machinery-of-government and accountability expectations.
- Experience leading or influencing multidisciplinary teams and stakeholders to deliver portfolio outcomes.

Skills and knowledge:

- Strong expertise in asset lifecycle management, including whole-of-life planning, total cost of ownership and risk-based decision-making.
- Well-developed strategic and systems thinking, with the ability to take a whole-of-portfolio perspective rather than asset-by-asset or region-by-region views.
- Strong financial and commercial acumen, including the ability to assess affordability, value for money and investment trade-offs.
- Ability to exercise sound judgement in complex, ambiguous and high-consequence environments.
- Highly developed communication skills, with the ability to clearly articulate complex asset issues to senior leaders, governance forums and non-technical stakeholders.
- Strong relationship-management and influencing capability, including the ability to build trust and credibility across diverse internal and external stakeholders.
- Understanding of governance, assurance and risk management expectations as they relate to asset portfolios.
- Ability to lead and contribute to organisational change and continuous improvement in asset management practice.
- Sound understanding of tikanga and Te Tiriti o Waitangi principles, and the ability to apply these appropriately within the Ministry's operating context.

Relationships - Pātahitanga

As Portfolio Manager you are required to build and maintain the following relationships:

- Asset Management Division leadership and staff

- Finance, Commercial, Security, KIA and PDS teams
- Project Managers, governance groups and working groups
- Other MFAT staff, both onshore and offshore

Outside the Ministry:

- Ministers and government agencies
- Diplomatic missions
- Property and asset management specialists
- Professional advisors and service providers

Delegations - Whakatautapatanga

- The role is responsible for the management of up to 6 direct reports.
- Delegations are set out in the Ministry's Instrument of Delegation.

Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- You must hold New Zealand citizenship.
- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.

References

- **Ministry's Strategic Intentions**

Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>