

Head of Commercial and Facilities

Kaupapa | Purpose

Lead the strategic, commercial, and operational functions across Toi Ohomai to ensure safe, sustainable, financially sound, and fit-for-purpose environments that support high-quality teaching, learning, and community engagement.

This role provides institution wide leadership of commercial strategy, commercial analysis, business case development, contract management, procurement, capital works, asset management, and facilities operations. It ensures that commercial and physical infrastructure decisions align with organisational goals, sustainability priorities, financial performance expectations, and long term institutional resilience.

The role partners with internal and external stakeholders to deliver value for money outcomes, optimise resources, manage risk, and create environments and commercial activities that support Toi Ohomai mission, ākongā, kaimahi, and communities.

This role contributes directly to organisational strategy, investment prioritisation, and long term infrastructure planning through specialist commercial and facilities leadership.

Reports to: Executive Director Finance and Infrastructure

Team: Commercial and Facilities

Remuneration: TBC

Ārahi | Lead

Lead and manage the Commercial and Facilities activities, ensuring delivery of high quality, future focused services aligned with organisational priorities.

Develop the strategic direction for Commercial and Facilities ensuring alignment with Toi Ohomai vision, long term financial sustainability, and infrastructure needs.

Oversee the development and execution of commercial strategies, financial performance oversight, commercial analysis, business case development, contract management and procurement.

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

Provide values based, inclusive leadership that supports kaimahi wellbeing, growth, performance, and contribution to continuous improvement and organisational transformation.

Ensure team level productivity, development, and high performance culture across both commercial and facilities functions. Encouraging team level

Hold oversight of all budget areas (commercial and facilities), ensuring strong financial management, forecasting, cost optimisation, and effective partnership with Finance.

Demonstrate visibility and engagement across Toi Ohomai activities and sites.

Collaborate with other Toi Ohomai senior leaders, contributing to aligned, organisation-wide leadership and delivery.

Ngā mahi | Do

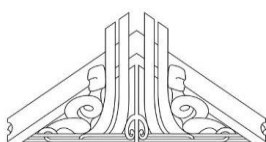
- Lead the development and implementation of commercial strategies that support revenue diversification, asset optimisation, strategic partnerships, financial sustainability, and organisational transformation.
- Oversee financial performance, reporting, budgeting, forecasting, profitability analysis, and commercial viability assessments to support strategic decision making.
- Lead the planning, prioritisation, and execution of capital works and infrastructure development to deliver safe, compliant, fit for future environments.
- Oversee asset lifecycle management, maintenance planning, operational delivery, and space optimisation to ensure efficient, sustainable use of the built environment.
- Embed sustainability, climate resilience, kaitiakitanga principles, and environmentally responsible practices across all infrastructure and facilities activity.
- Ensure robust compliance with all health, safety, environmental, regulatory, and statutory requirements across commercial and facilities operations.
- Lead procurement planning and contract management, ensuring value for money outcomes, strong vendor relationships, and compliance with organisational standards.
- Develop and evaluate business cases using financial modelling, risk assessments, and market insights to support informed investment decisions.
- Champion continuous improvement, innovation, and evidence based practice to drive service excellence and operational resilience.

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.

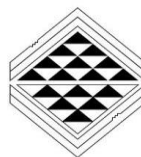
Equity by identifying and removing barriers to participation and achievement, and fostering inclusive, culturally responsive environments where all ākonga and kaimahi can thrive.



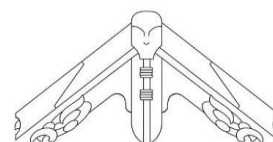
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

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

Pūkenga | Have

Minimum Bachelor's Degree qualification in business, finance, commerce, or a related field, or the equivalent body of knowledge gained through experience.

Significant experience in commercial or financial management, including leading and developing high-performing teams, with a proven ability to design and implement strategies that drive revenue growth, operational efficiency, and organisational sustainability, ideally within the education or public sector.

Previous experience in business case development and financial modelling, with demonstrated capability to assess commercial viability, manage risk, and support strategic investment decisions.

Demonstrated experience in contract negotiation and vendor management, including oversight of procurement processes, ensuring compliance with organisational goals, policies, and compliance requirements.

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

Experience in advocating and leading the inclusion and application of Te Tiriti o Waitangi practices in a workplace setting

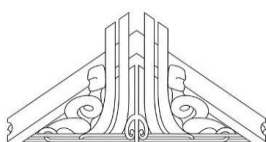
Experience in leading and advocating the use of te reo Māori, tikanga and mātauranga Māori in the workplace

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

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.

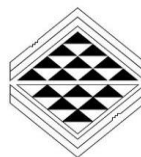
Ako: Demonstrates curiosity and a commitment to continuous learning. Applies new knowledge to improve practice and outcomes and actively contributes to a culture of shared growth. This supports toitūtanga by sustaining excellence and adaptability over time.



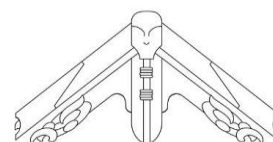
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

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 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.

Ngā Hononga Mahi | Working relationships

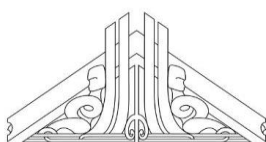
Internal: Council, Executive Leadership Team, Senior Leadership and All kaimahi

External: Suppliers and contractors, Government Agencies, Legal

Resource delegations and responsibilities:

Financial: As per delegated authorities

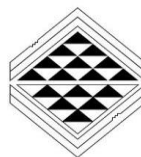
People: 50-60 Direct and Indirect reports across geographically dispersed sites



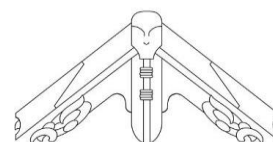
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA