

# Compliance and Operations Coordinator

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## **Kaupapa | Purpose**

Coordinate day-to-day campus operations and ensure compliance with statutory, health and safety, and environmental standards across all Toi Ohomai facilities, supporting the delivery of safe, accessible, and fully operational environments. Partner with internal teams and contractors to maintain documentation, manage hazardous goods and energy systems, and uphold regulatory certifications.

This role contributes to high-quality facilities management through operational delivery, technical support, and effective team collaboration, ensuring a safe, sustainable, and user-focused campus experience. Workload management is responsive to operational peaks and flows across compliance and facilitates operations to ensure consistent service delivery and alignment with organisational goals.

**Reports to:** Campus Services Manager

**Team:** Facilities

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## **Ngā mahi | Do**

Lead the coordination of facilities operations across all Toi Ohomai sites to ensure that assets and environments are clean, safe, accessible, and fit-for-purpose, in line with agreed standards of quality, availability, and compliance.

Contribute to the effective management of organisational assets by conducting asset register planning, maintenance, inspections, condition assessments, and other appropriate activities to ensure compliance and mitigate risks by working closely with internal teams and contractors to ensure effective service delivery.

Oversee the implementation and maintenance of systems and processes that ensure consistent, auditable compliance with statutory and regulatory requirements, including Building Warrants of fitness, hazardous substances, and environmental sustainability initiatives,.

Build strong, collaborative relationships with internal stakeholders and external service providers to ensure responsive, high-quality facilities support and alignment with service delivery expectations.

**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 Tertiary level qualification in facilities management, building compliance, health and safety, or a related field, or the equivalent body of knowledge gained through experience.

Previous experience in facilities operations or property compliance coordination, preferably within a multi-site or institutional environment, with demonstrated knowledge of health and safety, building compliance, and contractor management.

Proven experience leading or coordinating teams, including the ability to manage performance, delegate tasks effectively, and foster a culture of service excellence and continuous improvement.

Experience working with regulatory frameworks and compliance systems, including maintaining documentation for Building Warrants of Fitness, hazardous substances, and environmental sustainability initiatives

Experience in a same / similar position, specifically provide compliance coordination for a medium to large, multi-site organisation.

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

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

Ability to support and advocate the use of te reo Māori, tikanga and mātauranga Māori in the workplace.

Ability to support and advocate 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.**



WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

**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 ākongā, 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.

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## Ngā Hononga Mahi | Working relationships

**Internal:** Senior Leadership teams, All kaimahi

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

### Resource delegations and responsibilities:

**Financial:** To be confirmed

**People:** Nil



WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA