

Governance Advisor Advisory & Support Centre

NZSTA purpose

Our mission is to lead and strengthen school governance in New Zealand.

To this end, NZSTA wants all state and state integrated schools effectively governed by a school board whose primary focus is every student achieving their educational potential.

What we do

NZSTA is a membership-based national organisation representing the interests of its member boards. Membership of NZSTA is open to school boards of any state or state integrated school.

NZSTA has a contract with the Ministry of Education to deliver a fully integrated range of services free to all boards to support and enhance boards' capability in governance and employment. NZSTA is also an active party in relevant education related decisions and national policy formulation and works alongside the Ministry of Education in negotiating Collective Agreements with unions.

Our values

- High – Expectations
- High – Trust
- High – Transparency
- High – Accountability

Position description

Purpose

The purpose of the Advisory & Support Centre (ASC) is to provide confidential, timely and accurate advice on governance enquiries to boards and their delegates. This advice ensures boards and school leaders implement effective governance policies and practices.

The ASC is the first point of contact for issues. This includes referral of enquiries to the regional governance advisors. The advisor also promotes and encourages good practice, ensuring the board meets its legal obligations.

The advisor provides assistance in or takes responsibility for the preparation of governance resource material and articles (internal/external) where required.

Position details

Responsible to	Director Advisory and Support Centre
Functional relationships	Advisory and Support Centre Team National Governance and Employment Teams Regional Advisors Regional Directors
Staff	N/A

Key Responsibilities

Providing Advice

- Provide school board members with timely accurate advice to promote effective governance practice in schools in relation to education legislation
- Research solutions to enquiries and moderate findings as appropriate, before responding to the enquirer
- Identify underlying issues and the need for professional development for boards and or principals and refer to the appropriate team for follow up.

Apply legislation & regulations

- Develop and maintain knowledge of relevant education sector specific legislation i.e. Education and Training Act 2020 and subsequent amendments, Children's Act 2014, Health and Safety at Work Act 2015 etc.
- Reference and maintain a working knowledge of other relevant guidelines e.g. student behavior management and planning & reporting.

Management of enquiries

- Peer review enquiries to ensure consistency and best practice advice is provided
- Moderate complex enquiries with your peers, then if required escalate to the National Governance or Employment team for guidance
- Contact the client with the appropriate response
- Determine if an enquiry requires in-depth support on an ongoing basis by NZSTA regional staff
- Refer enquirers to professional development and other support/resources via the NZSTA Learning Management System (LMS) and NZSTA website.

Database entry

- Accurately log client enquiries, such as calls and emails, in a timely manner into the database
- Attach relevant emails and documents to enquiries
- Ensure accurate naming conventions.

NZSTA/ASC resources

- Assist in, or take responsibility for, the preparation, development and reviewing of internal/external governance templates, guidelines, flowcharts, articles on request
- Review NZSTA website content and provide feedback and suggestions.

Professional development

- Proactively identify team professional development opportunities
- Actively participate in individual and team training, coaching and professional development initiatives
- Participate in annual performance review/appraisal cycle
- Ensure currency with internal correspondence and staff updates.

Health and Safety

- Participate in all NZSTA Health & Safety activities and act in a responsible and safe manner at all times (in accordance with NZSTA H&S policy and procedures)

General

- Other duties, as directed from time to time by the Director ASC.

Person specification

Skills/experience required

- Knowledge of or experience in effective school governance i.e. having served or currently serving as a board member
- Excellent verbal and written communication skills
- Active listener and sound interpersonal skills
- Proven ability to participate as a positive, effective team member
- Well-developed ability to problem-solve
- Ability to interpret legislation and other documentation
- Competent computer skills
- Understanding of and commitment to the principals of Te Tiriti O Waitangi and tikanga Māori.

Personal qualities/attributes

- Deliver work with a high degree of professional integrity
- Ability to work flexible hours if required
- Customer service ethic
- Calm under pressure
- Resilient with a positive disposition
- Display a willingness to develop and maintain knowledge and skills.