

National Policy Advisor

NZSTA Purpose

Our mission is that NZSTA is the leader for effective school governance Whakamana! Whakaroa! ki Te Tiriti o Waitangi.

To this end, NZSTA wants Effective Governance and Student Success to be interwoven ki ngā kura katoa o Aoteroa.

Who we are

NZSTA is the voice of school boards in New Zealand, providing service to New Zealand's 2,500 state and state-integrated schools and kura.

We are a values-based organisation; one that is determined to provide the very best services and support to our members, our education sector stakeholders, New Zealand school and their communities.

As the professional body for school boards, NZSTA is at the heart of school governance. We influence and inform policy and sector outcomes; we support and enable school boards to flourish; we connect like-minded people through our learning and networking opportunities; we strengthen communities by helping students achieve.

NZSTA was established in 1989, following the introduction of New Zealand's largest school reform, Tomorrow's Schools. We are a not-for profit incorporated society with charitable trust status.

What we do

NZSTA is a membership-based 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

Position purpose

The Policy Advisor role is to provide high quality objective policy analysis and advice to the NZSTA President, CEO and SLT on issues impacting on school board governance in the education sector including the leadership of the school by the principal as the boards chief executive.

They will be required to represent or support NZSTA’s representation on interagency working groups and form sound working relationships with colleagues and staff.

Position Details

Responsible to	Director Professional Practice
Functional relationships	President
Internal	CEO Senior Leadership Team
Functional relationships	Ministry of Education
External	Education Review Office Unions, national representative associations
Staff	N/A

Key Responsibilities

Policy analysis and advice

- Provide high quality policy advice to the Director Professional Practice on complex issues without the need for guidance from others, within specified timeframes
- Add value to the written communications of the Professional Practice team
- As instructed develop and present policy advice to the President, CEO and SLT including the impact of education sector policies, trends, risks, and developments
- Have a breadth of view of organisational issues and an understanding of the key imperatives of the Ministry of Education
- Analyse and review all available information and recommend options for implementation of new policies
- Ensure our commitments to Te Tiriti o Waitangi are fully addressed in all policy work
- Quantify the impact of new and proposed government policies on education and school board governance

- As directed represent NZSTA in the sector policy development process including taking part in sector working groups
- Contribute policy advice to the development of cross-sectoral and “whole of sector” policies in conjunction with the Ministry of Education and other sector stakeholders as required
- Develop and maintain effective relationships with advisory and policy peers at the Ministry of Education, other agencies and sector stakeholders.

Work Plan

- Meet the objectives of the Professional Practice workplan as it relates to policy analysis and development
- Contribute to other areas of the work plan as agreed with your manager in accordance with the needs of NZSTA, your professional areas of interest, and/or your personal development plan.

Internal Relationships and Engagement

- Seek and coordinate policy input from NZSTA team members and other contributors to gain support for proposed initiatives or policies, identifying and overcoming barriers as appropriate
- Carry out analysis of existing policies, processes, products, and services; propose and, where applicable, recommend improvements in line with operational standards, legislation, or organisational requirements
- Work on initiatives that contribute towards NZSTA’s strategic plan and outcomes.

External Relationship Management

- Represent NZSTA externally at significant sector meetings
- Take a leadership role in internal or external meetings as appropriate
- Articulate NZSTA’s policy position and strategy on issues (and related rationale) with accuracy and persuasion
- From time to time, you may be required to perform other reasonable duties as requested by your manager.

General

- Other related duties, as directed from time to time by the Director Professional Practice.

Health & Safety

- Always participate in all NZSTA Health & Safety activities and act in a responsible and safe manner (in accordance with NZSTA H&S policy and procedures).

Person specification

SKILLS AND EXPERIENCE REQUIRED

Essential

- Qualifications - a relevant tertiary qualification is desirable
- Experience – good knowledge of the education sector especially the compulsory schooling environment and the role of school boards
- Highly developed analytical skills and a demonstrated commitment to developing and maintaining specialist skills and knowledge in own area of expertise
- A good understanding of the policy development process
- An understanding of effective policy implementation
- An ability to produce and recognise high quality policy work

PERSONAL QUALITIES / ATTRIBUTES

- Conscientious
- Committed to learning
- Enjoys team work
- Makes a positive contribution
- Constructive
- Self-motivated
- Demonstrates honesty and integrity
- Determined/resilient
- Pragmatic
- Adaptable
- Open-minded
- Forward thinking
- Reflective
- Understanding of and commitment to the principles of Te Tiriti o Waitangi and Tikanga Māori, including comfort in te reo Māori environment.