

REGIONAL ADVISOR INTEGRATED

NZSTA Purpose

Our mission is that NZSTA is the leader for effective school governance Whakamana! Whakaora! 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 purpose of the Regional Advisor Integrated is to provide regional support and guidance to school boards and principals in all aspects of human resources and employment relations, and governance practice.

This includes:

- Promoting, encouraging and empowering school boards through the adoption of good employment and governance practices
- Advising and assisting school boards and their principal in dealing with and resolving all levels of human resource / employment and governance matters

Position Details

Responsible to	Director Service Delivery
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Functional relationships	Regional Lead
Internal	Advisory Support Centre team
	Learning and Innovation team
	Regional, National and Principal Advisors
	Contracted Service Providers
	Shared Services team
	Senior Leadership team

Functional relationships	Ministry of Education
External	Education Review Office
	Statutory Managers
	School Boards / Principals
	Unions
	Lawyers
	Employment Advocates
	Insurers
	Ministry of Business, Innovation and Employment

Staff	N/A
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Key Responsibilities

Relationship management and needs analysis

- Establish and maintain proactive relationships with school boards
- Support, develop and enable boards to effectively self-govern
- Initiating other external support as required, e.g. MOE inventions, mediatory services
- Promote and provide information on NZSTA advisory services, NZSTA live events, and other support and resources
- Liaise with the Regional Lead, National Administrator and other Advisors to coordinate the response to requests for advisory services, workshops and resources
- Agency and external stakeholder engagement with the Ministry of Education and Education Review Office to support boards in their governance role in student achievement
- Maintain professional and transparent relationships with contracted providers
- Present NZSTA products and services at external educational forums (e.g. Beginning Principals)
- Represent NZSTA within communities to strengthen understanding of the boards' governance role.

Case Management

- Provide effective and efficient case management within both governance and employment areas
- Promote, encourage and empower boards in adopting good employment and governance practice
- Assist boards in dealing with personal grievances, employment disputes, and other employment matters
- Work together with other advisors or contracted service providers to ensure a streamlined approach of delivery of support to boards
- Implement services using the NZSTA service delivery model and methods
- Understand and monitor the impact of the services provided by NZSTA
- Respond effectively to high-risk priority concerns for boards
- Provide a seamless integrated approach (a 'wrap-around service') to offer the right type and level of expertise for advisory services
- Undertake a regular review of caseload including monitoring of budgets and progress of Governance Support plans (GSP).

Regional Advisory Services

- Provide governance and employment advice to boards within regional locations including supporting conflict resolution processes
- Support other service providers by responding to complex questions and issues
- Advise Regional Lead and Director Service Delivery as appropriate of any high risk, complex cases or issues
- As negotiated facilitate the delivery of Professional Development sessions to boards including workshops, Communities of Learning, Kahui Ako and any other cluster of boards
- Offer the right type and level of expertise for advisory services and professional development through workshops and other mediums
- The precise input from each Integrated Advisor will be determined on a regional and individual basis facilitated by the Regional Lead. The work allocation will depend on school board needs and the expertise of the advisor

- Seek continuous improvement of NZSTA advisory services
- Contribute to the professional development of contracted providers in identification of knowledge gaps
- Assist to continuously improve the NZSTA advisory functions and service delivery approach from a regional and operational perspective
- Contribute to the development of NZSTA resources.

General

- Other related duties, as directed from time to time by the Director Service Delivery, which can include support for the NZSTA Advisory Support Centre, contribution or opportunities which exist under the NZSTA Advisory Service Framework.

Health & 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).

Person specification

SKILLS AND EXPERIENCE REQUIRED

- Ability to communicate effectively, written and verbal, including public speaking
- Working knowledge of relevant legislation e.g. Employment Relations Act and Public Service Act
- Experience in the interpretation and application of Collective and Individual Employment agreements
- Sound understanding of governance, human resources and employee relations
- Experience in a unionised work environment is preferred
- Proven experience in leading employment and mediation processes
- Intermediate to advanced computer skills.

PERSONAL QUALITIES / ATTRIBUTES

- Strong quality and client focus
- Ability to build sustainable relationships, based on trust and credibility
- Have a proven track record of achieving results
- Deliver work with a high degree of professional integrity
- Ability to communicate effectively; written, listening and verbal
- Personable with the ability to influence/motivate
- Ability to work flexible hours and travel when required
- The desire for success in contributing to a high performing team
- Self-motivated, with a strongly developed work ethic
- Flexible, versatile and adaptable; comfortable within a dynamic change environment
- Calm under pressure
- Resilient with a positive disposition
- Self reflective
- Hold a current NZ Drivers licence
- Understanding of and commitment to the principles of Te Tiriti o Waitangi and Tikanga Māori, including comfort in te reo Māori environment.