



## Regional Advisor Employment

### Purpose

Our mission is that Te Whakarōpūtanga Kaitiaki Kura o Aotearoa – New Zealand School Boards Association (NZSBA) is the leader for effective school governance Whakamana! Whakaora! ki Te Tiriti o Waitangi.

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

### Who we are

Te Whakarōpūtanga Kaitiaki Kura o Aotearoa – New Zealand School Boards Association (NZSBA) is the professional body for school boards in New Zealand, representing and advocating for our members and providing services to all state and state-integrated schools and kura.

NZSBA 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.

Te Whakarōpūtanga Kaitiaki Kura o Aotearoa 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.

Our service delivery arm, **GovHub** School Board Services, provides support to all board members via Ministry of Education funding, while our membership arm provides independent advocacy for school boards to the government and the rest of the education sector. Approximately 80% of all school boards are members, enjoying access to exclusive regional and national events, benefits and discounts, as well as a direct say in how we advocate.

### What we do

GovHub is the operational arm of the NZ School Boards Association. Our [Ministry of Education funding](#) provides for employment and governance advisory services, as well as learning and professional development opportunities for school board members. This is available free to all state and state-integrated school boards. We offer other services to schools on a fee for service basis.

### Our Values

- Kaitiakitanga                      A sense of guardianship through being of service
- Connection                        Relationship, unity and whanaungatanga to people and planet
- Tino Rangatiratanga            Recognising autonomy and self-determination
- Integrity                            Where values and actions align to create a sense of wholeness
- Inclusiveness                      Actively promoting equity and fairness

# Position description

## Position purpose

The purpose of the Regional Advisor Employment is to provide regional support and guidance to school boards and principals in all aspects of human resources and employment relations. This includes:

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

## Position details

<b>Responsible to</b>	Regional Lead
<b>Functional Relationships Internal</b>	Chief Executive Officer Chief Advisor Employment / Manager Collective Bargaining Chief Advisor Governance Regional Advisors – Governance, Employment or Integrated National Employment Team National Governance Team Advisory Support Centre Team Regional Leads Regional Moderators Organisational Leadership Group
<b>Functional Relationships External</b>	School Boards / Principals Unions Lawyers Employment Advocates Insurers Ministry of Education Ministry of Business, Innovation and Employment Education Review Office
<b>Staff</b>	N/A

## Advisory Function

The purpose of the GovHub advisory function is to provide school boards and principals a comprehensive package of proactive and responsive employment support services that will enable them to exercise effective control and management practices (to meet Good Employer requirements, obligations and good practice/common sense, and provide a safe and productive environment) that supports the achievement of successful learning outcomes for students.

The function is both proactive and responsive to board and principal needs, providing services that enable effective and efficient prevention and resolution of employment related issues through self-help, help desk, expert advice, and guidance.

The Regional Teams are organised in such a way that the services provided to school boards will:

- target the greatest need, highest priority, and greatest expected positive impact
- provide a seamless integrated approach (a 'wrap-around service')
- offer the right type and level of expertise for advisory services and professional development through workshops and other mediums
- be well coordinated and managed to ensure high quality services.

## Key Responsibilities

### The Regional Advisor Employment will:

- provide regional support and guidance to school boards and principals in all aspects of human resources and employment relations matters that arise from the boards' role as the employer of record for all school staff
- implement services using the GovHub service delivery model and methods
- promote, encourage, and empower boards in adopting good employment practices
- support and guide boards and principals on their obligations when seeking to resolve employment relations issues and personal grievances, and other employment matters.

The contribution of the Regional Advisor Employment is determined on a regional and individual basis by the Regional Lead. The allocation of work will depend on school board needs, the geographic spread of the schools, and the expertise and experience of the Regional Advisor Employment.

## General

- Other related duties, as directed from time to time which can include support for the GovHub Advisory Support Centre, contribution or opportunities which exist under the GovHub Advisory Service Framework
- Mutually agreed special projects and case work outside of the designated region.

## Person specification

### Skills/experience required

- at least 2 years' experience working in a Human Resources, Employment Relations, or Employment Law environment
- a tertiary qualification in Human Resources, Employment Relations, Law, or related fields
- excellent oral, listening and interpersonal skills
- well-developed ability to problem solve
- sound working knowledge of relevant legislation e.g., Employment Relations Act and Public Service Act
- experience in a unionised work environment is preferred
- proven experience in leading employment and mediation processes
- experience in the interpretation and application of Collective and Individual Employment agreements and other documentation
- proven ability to deal with conflict in the workplace
- proven ability to participate as an effective team member
- good computer skills

**Note:** An aptitude to develop any of the skill sets listed above would be beneficial

### Personal qualities / attributes

- 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
- ability to work flexible hours and travel when required
- customer service ethic
- calm under pressure
- understanding of governance and how it contributes to supporting Boards as employers
- Understanding of and commitment to the principles of Te Tiriti o Waitangi and Tikanga Māori, including comfort in te reo Māori environment
- resilient with a positive disposition.