



## NATIONAL EMPLOYMENT RELATIONS ADVISOR

### 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

A member of the national employment team, ideally based in Wellington but all regions considered, reporting to the Chief Advisor Employment / Manager Collective Bargaining (CAE), and working with our education sector partners including the Ministry of Education, providing expertise to maintain, develop and deliver GovHub's education sector, employment advisory services and resources.

## Position purpose

The primary purpose of the National Employment Relations Advisor position is to support GovHub's delivery of consistent, legally compliant and high-quality employment advisory through the Advisory Support Center (ASC) and our national network of regional advisors.

Under the direction of the CAE:

- develop and review the GovHub employment resources to ensure accuracy and currency under the relevant legislation and collective agreements
- provide guidance, support and feedback for the national employment moderators and coordinate key themes for professional learning and development.
- represent GovHub at sector working groups and at collective bargaining

## Position Details

---

Responsible To	Chief Advisor Employment / Manager Collective Bargaining (CAE)
Functional Relationships Internal	Chief Executive Officer Organisational Leadership Team (OLG) National Governance Team Regional Employment and Governance Advisors Learning and Content Development Team Communications Team Advisory Support Centre
Functional Relationships External	Ministry of Education Sector Unions: PPTA, NZEI, ETU, PSA, SPANZ, PPCBU Sector Associations: Principal Groups, School Business Managers Agencies: Teaching Council, ERO
Staff	N/A

---

## Key Responsibilities

### Employment Relations Practice

- Keep informed of innovations and developments in Human Resources (HR) and Employment Relations (ER) legislation, theory, practice and standards
- Assist the CAE with the continuous improvement of the GovHub Employment Relations advisory functions and service delivery
- Support the CAE in the development of ER frameworks and programmes that are aligned to the goals and objectives of boards and school leaders
- Provide or arrange for the provision of professional development for Employment Advisors on education sector changes / updates and their application
- Contribute to the development of board member and school leader resources in relation to ER.

## ER / HR Advisory Services

- Provide assistance to the CAE to develop practice notes and resources for employment relations matters referred from the ASC and National Moderators.

## Collective Agreement Negotiations

- Collaborate with the NZSBA Presidents office to obtain member school board feedback on union claims and recommendations for changes to current employment agreements / bargaining arrangements
- Work with the Ministry of Education and other relevant state agencies, in the preparation of counter claims and bargaining strategies
- Participate in, advocate or advise on the negotiation of collective or individual employment agreements, as required, as the representative of school boards
- As necessary seek guidance / approval of the CAE for the GovHub collective bargaining positions.

## Support and Represent GovHub

- As delegated, participate in working parties, attend forums and meetings
- Provide updates to the CAE and OLG as required
- Prepare or assist in the preparation of submissions, working and other papers to select committees, government agencies, Ministers, GovHub representation groups.

## Communications

- Ensure high quality, effective and consistent communications, both internally and externally.

## Employment Advice to OLG

- Provide expert advice to the CAE and OLG, when required, on matters relating to, or affecting any or all matters falling within this position description
- Provide reports to the CAE as required.

## General

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

## Health and Safety

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

## Working Conditions

- Occasional domestic travel may be involved.

## Person Specification

### Skills/experience required

- Demonstrated knowledge of HR and ER practice including developments in relevant legislation, theory, practice and standards
- Proven experience in the provision of high quality, responsive advice relating to complex HR/ER issues
- Strong analytical, conceptual and strategic thinking skills
- A sound understanding of the compulsory schooling sector would be an advantage
- Relevant tertiary qualification
- Competency in using a variety of software applications.

### Personal Qualities / Attributes

- Understanding of and commitment to the principles of Te Tiriti o Waitangi and Tikanga Māori including ability and comfort in a reo Māori environment
- Flexible, versatile and adaptable; comfortable operating within dynamic change environments
- Ability to effectively communicate and build a high level of integrity, credibility and trust with internal and external stakeholders
- Very strong quality and client focus
- Self-motivated, with a strongly developed work ethic
- Personable and credible
- Ability to work independently and collaboratively as part of a team.