



Regional Advisor Integrated

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 Aotearoa.

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

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 GovHub advisory services, GovHub 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 GovHub products and services at external educational forums (e.g. Beginning Principals)
- Represent GovHub 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 GovHub service delivery model and methods
- Understand and monitor the impact of the services provided by GovHub
- 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 GovHub advisory services
- Contribute to the professional development of contracted providers in identification of knowledge gaps
- Assist to continuously improve the GovHub advisory functions and service delivery approach from a regional and operational perspective
- Contribute to the development of GovHub resources.

General

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

Health & Safety

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