



NZEI TE RIU ROA

Kaiwhakahaere | Administration Officer **Waikato and Waiariki – Hamilton office** **From \$58,869**

About NZEI Te Riu Roa

NZEI Te Riu Roa is the dynamic and innovative organisation representing the professional and industrial interests of 51,000 primary and early childhood teachers, specialist education and advisory staff, early childhood, and school support staff.

We are committed to high quality public education, to the application of the Treaty of Waitangi and to maximising the contribution our union and educators can make to a decent society for all New Zealanders.

NZEI Te Riu Roa is a campaign-based organisation which involves its membership, their elected structures, and processes, in conjunction with its staff structures and processes, in all of its activities. It is a union with a focus on protection and promotion of the industrial and professional interests of its members. The union takes a strategically focused approach to achieving each of its goals.

Position purpose

The Administration Officer role is to provide administrative support, ensure the accuracy of Membership records, enhance the effective function of the Waikato and Waiariki office, and contribute to best practice organising in the region.

Key responsibilities and performance expectation

Carries out duties in conjunction with the Pouwhakahaere (Regional Administration Manager) to ensure efficient provision of office support, using office systems (including MS 365, Control Shift and the new CRM)

Key requirements

- Participates in and contributes to the aims and functions of NZEI Te Riu Roa
- Liaises with members as required
- Maintains membership data and generates reports.
- Ensures adequate provision of stationery, photocopier consumables, tea, coffee etc
- Arrange travel and accommodation as required
- Monitors the performance of photocopy machines and arranges timely repair/maintenance.

Performance Expectations

- Support is timely and accurate and provided to the satisfaction of the Waikato and WaiarikiOffice team and Pouwhakahaere/Regional Administration Manager
- Actively contributes to team meetings and other team processes
- Liaison with members is timely and professional in manner
- Membership data is up to date and accurate



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Administration Support

Participate in and provide support for Waikato and Waiariki office activities such as:

- Setting up / producing resources for planned meetings and events
- Other duties to assist the Pouwhakahaere/Regional Administration Manager to ensure the smooth running of the office and ongoing, efficient support for the Waikato and Waiariki team.
- Office duties are carried out in a professional manner and are timely and accurate.
- Researching other sources to verify accuracy of information on database

Undertake any other duties consistent with the overall purpose of the position as determined by the Pouwhakahaere.

Uara

Our values come from our guiding pou.

Tikanga

- We engage, talk and work with each other in a way that embodies appropriate and respectful tikanga
- We ensure our practices are culturally appropriate
- We contribute to ensuring NZEI Te Riu Roa processes and policies, including inclusion of appropriate rites and rights.

Manaakitanga

- provide and look after all manuhiri, kaihmahi and members
- display a duty of care to support, respect and uplift each other
- care for each other as people and as ngā hoa mahi
- check in with each other.

Whakamana

- celebrate colleagues with dual or multiple language skills and knowledge
- enhance your own and other's mana
- have access to professional development
- are valued and have power in your work

Whanaungatanga

- feel able to engage in responsive, engaging and reciprocal relationships
- work to ensure Mōku te Ao: Ngā Pou me tikanga are visible in all practices and hui
- create space so that links with whānau are established and encouraged



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Rangatiratanga

- we are responsible and committed to contributing to an environment where everyone feels safe, valued and celebrated
- we are all welcome to express ourselves through our cultural context
- we all call out racism

Whakapapa

- we all share NZEI Te Riu Roa whakapapa and work together to reflect this in our work
- everyone feels proud of their whakapapa and able to share theirs in the workplace
- we all are empowered and feel that our sense of being is respected in the workplace

Wairuatanga

- all kaimahi respect everyone's individual beliefs
- We work in a way that reflects an understanding of wairua
- We understand and look after our own and others' wellbeing

Kaitiakitanga

- we connect with and care for our working world in ways that are responsive to Māori values
- We create a culture of awareness that encourages connecting with others in the care of our natural world
- We all care for the environment that we are in.