



# NZEI TE RIU ROA

## Executive Officer for Primary Education and Learning Support Te Whanganui-a-tara | Wellington From \$104,367

### About NZEI Te Riu Roa

NZEI Te Riu Roa is a dynamic and innovative organisation that represents 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 providing high quality education and are focused on protecting and promoting the industrial and professional interests of our members.

NZEI Te Riu Roa is committed to the Treaty of Waitangi 'Te Tiriti o Waitangi', and to maximising the contribution that our union and educators can make to a decent society for all New Zealanders.

The mission of the organisation is to be the most powerful education union on New Zealand. We seek to achieve this by leveraging our professional and industrial capacity to lead, and advocate for quality public education in Aotearoa New Zealand.

### Position Purpose

To develop, lead and coordinate NZEI Te Riu Roa members in the education sector and to enhance the quality of the education service by:

1. contributing to the development of NZEI Te Riu Roa policy objectives and goals;
2. developing strategies to ensure NZEI Te Riu Roa policy objectives are met, and its goals, campaigns and activities are effective;
3. engaging in, or overseeing as appropriate, the development and achievement of NZEI Te Riu Roa policy objectives, goals, campaigns and activities;
4. providing advice and support to elected officers and other staff.

### Key Responsibilities and performance expectations

Under the leadership of the Strategic Lead - Schools and the campaign team lead(s), you will contribute to the Union's campaign plans, work with NZEI Te Riu Roa membership groups as directed, contribute to the union's strategies to organise and activate members and generally contribute to the effective and efficient functioning of NZEI Te Riu Roa in all its aspects.

<p><b>Strategic Analysis</b></p> <p>Analysing:</p> <ul style="list-style-type: none"> <li>• the environment in which the union operates; the sector, employers and/or workplaces</li> </ul>	<ul style="list-style-type: none"> <li>• the union's strengths and weaknesses;</li> <li>• the challenges and opportunities confronting the union.</li> </ul>
---	--



<p><b>Strategic Thinking and Planning</b></p> <p>As a member of a project team, synthesise strategic analysis to:</p> <ul style="list-style-type: none"> <li>• Determine achievable goals including organising objectives, sector wide goals and professional goals</li> <li>• Regularly brief and debrief staff eg Lead Organisers, research, communications, Membership Service Centre, community organiser.</li> </ul>	<ul style="list-style-type: none"> <li>• Report developments and recommend strategic responses to members and other staff.</li> <li>• Regularly review all elements of the strategic plan(s) to see if individually and collectively they are advancing the plan's objectives;</li> <li>• Maintain alignment with the union's broader objectives and strategic direction;</li> </ul>
<p><b>Advancing Strategic Objectives</b></p> <ul style="list-style-type: none"> <li>• contribute actively to project teams to shape campaigns and activities that engage members in winning key objectives;</li> <li>• identify and plan member recruitment, involvement and development/education activities that achieve the goals</li> <li>• implements actions that ensure visible member voice and involvement</li> <li>• provide advice and education on industrial and professional matters, policy and regulatory issues in a timely manner and of sufficient quality to allow fully informed decision making by union structures;</li> <li>• as directed, co-ordinate and service committees of the union (e.g. a specified advisory group) and consequential activities;</li> <li>• research, prepare and support collective negotiating processes;</li> </ul>	<ul style="list-style-type: none"> <li>• work to establish and maintain strategic alliances with other stakeholder groups and organisations</li> <li>• assist the active implementation of policies, programmes and services designed to give effect to the Treaty of Waitangi;</li> <li>• represent NZEI Te Riu Roa on other groups, provide strong advocacy of the organisation's priorities and high quality written material to support that advocacy</li> <li>• contribute to effective implementation of policies, programmes and services to provide equality for under represented groups in NZEI Te Riu Roa and in the education sector.</li> </ul>
<p><b>General</b></p> <ul style="list-style-type: none"> <li>• further NZEI Te Riu Roa objectives through work with other education unions and the NZCTU;</li> <li>• support and contribute to work across all NZEI Te Riu Roa projects and campaigns</li> </ul>	<ul style="list-style-type: none"> <li>• undertake any other duties consistent with the overall purpose of the position as determined by their line manager.</li> </ul>

## Tūmanako

In addition, the Executive Officer – Primary and Learning Support will have the following knowledge and skills:

- an understanding of working in an organising union
- a strong belief in the principles of unionism
- an ability to work effectively in a team
- a sound understanding of and passion for the education sector in New Zealand
- strong analytical skills
- effective communication skills
- a good grasp of political, economic, professional and industrial influences
- project /campaign planning and implementation experience
- well-developed time management and prioritising skills
- demonstrated strong written and oral communication and advocacy skills
- demonstrated in-depth experience and understanding of the primary education sector (teaching and support staff) and/or collective bargaining and/or education systems and funding.

## Uara

Our values come from our guiding pou. Under each of our pou we have given examples of what this looks like in the workplace.

### 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, kaihahi 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

### 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' 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 connectiong with others in the care of our natural world
- We all care for the environment that we are in.