



# NZEI TE RIU ROA

## Organising Support Officer Tāmaki Makaurau

### About NZEI Te Riu Roa

NZEI Te Riu Roa is the dynamic and innovative organisation representing the professional and industrial interests of 47,000 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 primary purpose of this role is to provide administrative, practical, logistical and basic analytical support for our national campaign and project teams. This means providing the support needed to help our teams engage with and recruit members, run campaign events, meetings and activities and communicate effectively with them on- and off-line. The position also has responsibility for ensuring members and visitors experience manaakitanga in their interactions with NZEI Te Riu Roa.

This position also has responsibility for maintaining our work environment.

### Key responsibilities and performance expectation

This role is a key part in NZEI's organising and campaign capacity. The roles are expected to work collaboratively to utilise existing tools and resources to develop and implement effective processes and systems to meet the needs of the campaign and organising teams. The role will involve working with a degree of autonomy in line with campaign objectives and plans. This role is expected to play a key role in this approach in undertaking the tasks set out below;

#### **Assisting with the development and the implementation of team plans and activities**

- Co-ordinate of scheduling, venues, equipment, and logistics to support campaign plans and activities.
- Co-ordinate the gathering and publication of meeting schedules, support the development of multi-media presentations and ensure agreed resources are available for nationally organised meetings.
- Source relevant information and resources as requested to support campaign planning and activity.



# NZEI TE RIUROA

## **Manaaki members and visitors**

- Organise the practical arrangements for team meetings and other activities including travel, accommodation, venue bookings and catering requirements.
- Make arrangements for electronic interactions (Zoom, Teams, teleconference etc) and support members and staff as necessary to engage in this way.

## **Support informed decision making by the team and support effective use of data to inform the team's plans and activities.**

- Develop and create reports that inform and support organising work.
- Undertake information gathering and analytical and research activities, such as assisting with the development, distribution and collation of surveys and member organising information.
- Create and maintain databases and spreadsheets and generate and analyse information and reports as required.

## **Contributing to the development and monitoring of team budgets in relation to work undertaken in this role**

- Code invoices, support the development of budget bids and seek quotations for expenditure items as required by budget holders.
- Making bookings in accordance with budget expectations and looking for cost-effective options

## **Develop and implement communication plans within the campaign team and other staff**

- Support effective information flows
- Support colleagues to implement and utilise new software as relevant, including Microsoft Office 365
- Work with the team to ensure timely communication to NZEI members about campaign plans and activities.

## **Undertake any other duties consistent with the overall purpose of the position as determined by the Pouwhakahaere (Regional Administration Manager)**

## **Tūmanako**

The Organising Support Officer will also have the following skills and attributes:

- Experience in developing and implementation of administrative systems and practices
- Skill at manipulating data and proficiency in managing spreadsheets
- A basic understanding of budgets
- Proficiency in word processing, formatting and multimedia presentation skills
- Experience in uploading and creating online communication (such as uploading web content)



# NZEI TE RIUROA

- A high standard of accurate written and oral skills including the ability to write summaries of meetings and record agreed actions
- Experience in using communication technology (from email and copying to audio/videoconferencing and data projectors)
- An ability to manage work, make appropriate decisions about priorities, work under pressure and meet deadlines
- An ability to work flexibly in a team situation to ensure an effective and a collaborative working environment
- Very well-developed people skills and a constructive approach to collaborative problem solving
- A willingness to learn and develop in the position, including working in dynamic teams and projects
- An interest in education, unionism and equal employment opportunity (EEO) issues
- A sense of humour

## Uara

### Professionalism

- Respect for other people, their ideas and their culture and beliefs
- Quality results through high standards and learning from experience and feedback
- Can be counted on, personal and organisational integrity

### Relationships

- Being open, honest and transparent – working with candour and sincerity
- Working collaboratively towards common goals
- Building relationship and networks

### Innovation

- Using alternative thinking to find solutions
- Being creative and smart
- Growing the organisation through an environment of learning

### Commitment

- Understanding of and belief in our mission
- Working with energy and flexibility – “owning it”
- Having pride in what we do, and the determination to do it well