



**NZSTA**  
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## REGIONAL ADVISOR EMPLOYMENT

### NZSTA purpose

Our mission is to lead and strengthen school governance in New Zealand.

To this end, NZSTA wants all state and state integrated schools effectively governed by a school board whose primary focus is every student achieving their educational potential.

### What we do

NZSTA is a membership-based national organisation representing the interests of its member boards. Membership of NZSTA is open to school boards of any state or state integrated school.

NZSTA has a contract with the Ministry of Education to deliver a fully integrated range of services free to all boards to support and enhance boards' capability in governance and employment. NZSTA is also an active party in relevant education related decisions and national policy formulation and works alongside the Ministry of Education in negotiating Collective Agreements with unions.

### Our values

- High – Expectations
- High – Trust
- High – Transparency
- High – Accountability

## Position description

### Position purpose

The purpose of the Regional Advisor Employment is to provide regional support and guidance to school boards and principals in all aspects of human resources and employment relations. This includes:

- Promoting, encouraging and empowering school boards through the adoption of good employment practices
- Advising and assisting school boards and their principal in dealing with and resolving all levels of human resource and employment matters.

### Position details

<b>Responsible to</b>	Regional Director
<b>Functional Relationships Internal</b>	Principal Advisor Employment Principal Advisor Governance Regional Advisors – Governance, Employment or Integrated National Employment Team National Governance Team Advisory and Support Centre Team Director, Shared Services Chief Executive
<b>Functional Relationships External</b>	School Boards / Principals Unions Lawyers Employment Advocates Insurers Ministry of Education Ministry of Business, Innovation and Employment Education Review Office
<b>Staff</b>	N/A

### Advisory Function

The purpose of the NZSTA advisory function is to provide school boards and principals a comprehensive package of proactive and responsive employment support services that will enable them to exercise effective control and management practices (to meet Good Employer requirements, obligations and good practice/common sense, and, provide a safe and productive environment) that supports the achievement of successful learning outcomes for students.

The function is both proactive and responsive to board and principal needs, providing services that enable effective and efficient prevention and resolution of employment related issues through self-help, help desk, expert advice and guidance.

The Regional Teams are organised in such a way that the services provided to school boards will:

- target the greatest need, highest priority and greatest expected positive impact
- provide a seamless integrated approach (a 'wrap-around service')
- offer the right type and level of expertise for advisory services and professional development through workshops and other mediums
- be well coordinated and managed to ensure high quality services.

## **Key Responsibilities**

### **The Regional Advisor Employment will:**

- provide regional support and guidance to school boards and principals in all aspects of human resources and employment relations matters that arise from the boards' role as the employer of record for all school staff
- implement services using the NZSTA service delivery model and methods
- promote, encourage and empower boards in adopting good employment practices
- support and guide boards and principals on their obligations when seeking to resolve employment relations issues and personal grievances, and other employment matters

The contribution of the Regional Advisor Employment is determined on a regional and individual basis – facilitated by the Regional Director and Principal Advisor Employment. The allocation of work will depend on school board needs, the geographic spread of the schools, and the expertise and experience of the Regional Advisor Employment.

## **General**

- Other related duties, as directed from time to time which can include support for the NZSTA Advisory and Support Centre, contribution or opportunities which exist under the NZSTA Advisory Service Framework
- Mutually agreed special projects and case work outside of the designated region

# Person specification

## Skills/experience required

- at least 2 year's experience working in a Human Resources, Employment Relations or Employment Law environment
- a tertiary qualification in Human Resources, Employment Relations, Law or related fields
- excellent oral, listening and interpersonal skills
- well-developed ability to problem solve
- sound working knowledge of relevant legislation e.g. Employment Relations Act and Public Service Act
- experience in a unionised work environment is preferred
- proven experience in leading employment and mediation processes
- experience in the interpretation and application of Collective and Individual Employment agreements and other documentation
- proven ability to deal with conflict in the workplace
- proven ability to participate as an effective team member
- good computer skills
- knowledge and understanding of te reo Māori and tikanga Māori would be beneficial

**Note:** An aptitude to develop any of the skill sets listed above would be beneficial

## Personal qualities / attributes

- 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
- ability to work flexible hours and travel when required
- customer service ethic
- calm under pressure
- understanding of governance and how it contributes to supporting Boards as employers
- resilient with a positive disposition