



POSITION DESCRIPTION

National Secretary - Korimako Tangiata

Purpose

Unionism in Aotearoa has both the obligation and opportunity to reflect Te Tiriti o Waitangi and to see this approach as a strength in our endeavour to advocate for quality public education, inclusive of early childhood, and for its members' terms and conditions.

The role of the National Secretary - Korimako Tangiata is to provide strategic leadership and manage effectively and efficiently the activities, operations and resources of Te Riu Roa under the direction of the National Executive and Te Reo Areare.

Key responsibilities

Support and facilitate effective Governance

- Provide strategic thinking, analysis, and planning as a base for membership goal setting and achievement.
- Organise the Institute's annual meeting and any special general meetings including the preparation and publication of reports.
- Lead the 3-year strategic plan, annual plan, and annual budget process.
- Provide to the National Executive advice on staff structures, personnel policies, and conditions of employment; to act as the National Executive's advocate in negotiations with staff.
- Organise services and support to the President, National Executive, Te Reo Areare and other membership structures to enable them to carry out their duties and responsibilities.

Lead and inspire staff

- Organise programmes and procedures for the recruitment, retention and member leader development, and a highly efficient membership system.
- Manage and support the staff of NZEI Te Riu Roa in a way that maximises staff quality and contributions.
- Take the lead in building a positive and effective working culture within Te Riu Roa that ensures health and wellbeing is at the centre.

Lead a strong union that influences and delivers for members

- With the President, represent Te Riu Roa as its public voice and at conferences and other meetings.
- Analyse campaign strategies and risks to ensure maximum outcomes for members.
- Encourage effective recruitment, representation, service, and support for individual members
- Arrange for the effective communication of Te Riu Roa policy objectives, goals and activities to members and the wider community.
- Promote the collective interests of members through the provision of first-class advocacy and industrial organisation.
- Identify and support initiatives to maximise Te Riu Roa influence on the direction of the education sector. This includes teaching, leading and learning, promotion of public education, and Moku te Ao.

Develop relationships that enable the union to be effective

- Ensure there are strong relationships between Te Riu Roa and other unions, particularly through the NZCTU and Education International.
- Develop and maintain effective relationships with all relevant organisations and groups in order to advance the objectives of Te Riu Roa.
- Build and sustain effective relationships with government, Ministers, and government agencies, as well as Members of Parliament and political parties.

Key skills and attributes

- Well-developed leadership skills that encourage commitment from others and an ability to manage collaboratively by negotiating and consulting effectively.
- The ability to think and operate strategically to support NZEI Te Riu Roa to develop a clear and relevant direction, and the skills to develop and implement operational plans to achieve its strategic goals.
- An openness to trying new things (and failing), shifting culture, and recognising that unions need to make changes to remain relevant and effective in society.
- A high level of cultural competency, and a strong commitment to Te Tiriti o Waitangi and what this means in practice for NZEI Te Riu Roa – an ability to support the organisation to give effect to Te Tiriti o Waitangi with Māori and Tauīwi as equal parties.
- The ability to provide high quality analysis and advice on educational, professional, industrial, social, economic and political issues.
- Excellent people management skills including the ability to motivate and develop staff.
- The ability to build strong, effective relationships with people from diverse backgrounds, to help NZEI Te Riu Roa be effective for all the different groups it represents.
- Excellent communication and advocacy skills, an ability to inform, persuade and influence a range of people in the representation of NZEI Te Riu Roa's members.
- Personal integrity, credibility and authenticity that inspires the confidence and respect of members, staff and stakeholders.
- A commitment to the vision, purpose and values of NZEI Te Riu Roa

