



NZEI TE RIU ROA

Kaiwhakahaere | Administration Officer - Ahuriri Napier Office Secretary/Treasurer - Central East Area Council

From \$63,869 (pro-rated)

About NZEI Te Riu Roa

NZEI Te Riu Roa is the dynamic and innovative organisation representing the professional and industrial interests of 50,000 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 administration and financial services for the Napier office and Central East Area Council.

Key Responsibilities and performance expectation

Carries out duties in conjunction with the Pouwhakahaere (Regional Administrative Manager) to ensure efficient provision of office support, using office systems (include in MS365, Control Shift and a CRM).

Ngā mahi

- Provide administration support for the Branch and Area Council
- Financial Services using Xero Accounting software
- Take minutes at meetings
- Produce agendas & minutes for meetings
- Keep a record of incoming mail
- Correspondence with members by phone or email
- Organisation of meeting venues and catering
- Organisation of travel arrangements
- Generate invoices
- Payment of invoices
- Banking and receipting of payments





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- Preparation of accounts for audit purposes

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

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





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- 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.

