



NZEI TE RIU ROA

Organising Support Officer National Office, Te Whanganui-a-Tara

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 primary purpose of this role is to provide administrative support for our national campaign and project teams. You will provide administrative support, advice and guidance as campaigns and projects are developed and implemented.

There may also be the requirement or opportunity to undertake other duties and functions as requested from time to time.

Key responsibilities and performance expectation

- Contributing to the development and the implementation of plans and activities
- Processing accounts payable including checking and coding of invoices
- Undertaking information gathering and research activities
- Assisting with the development, distribution, and collation of surveys
- Creating and maintaining databases and spreadsheets, and generating and analysing information and reports as required
- Assisting information flow by utilising a full range of software, including Microsoft Office Suite
- Undertaking practical arrangements for meetings and other activities including venue bookings, travel, accommodation, and catering requirements





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- Communicating with NZEI Te Riu Roa members, staff, and outside organisations
- Efficient and effective maintenance of the office space, including ordering office supplies.
- Assisting the communications team with the distribution and publishing of communications material including website content uploads and online newsletters
- Pulling membership lists from the system for communications and campaign team members

Undertake any other duties consistent with the overall purpose of the position as determined by the Line Manager

Key relationships

The role requires an ability to develop and maintain excellent relationships with a wide variety of people and roles including but not limited to:

- NZEI Te Riu Roa members
- NZEI Te Riu Roa staff
- External agencies, including Government and other key stakeholders

Tūmanako

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

- A high level of skill in developing and implementing administrative systems and practices, including proficiency in Microsoft Office applications
- Skill at manipulating data and a high level of proficiency in managing spreadsheets
- Experience uploading and creating online communication (such as uploading web content)
- A high standard of accurate written and oral skills including the ability to write summaries of meetings and record agreed actions
- Expertise in using office equipment
- 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
- A willingness to learn and develop in the position, including working in dynamic teams and projects
- An interest in education, unionism and social justice issues





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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, 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





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

