

## Board Secretary

### Position Description

The Teaching Council of Aotearoa New Zealand is the professional body for all teachers. We are independent, and act in the interests of teachers to enable and support leadership to teachers and direction for the education profession, including teacher education and continued professional and leadership development.

We establish and maintain criteria for teacher registration, standards for ongoing practice, and criteria for the issue of practising certificates of different kinds. Alongside this, we monitor and maintain the requirements relating to conduct, competence and impairment, and establish and maintain a code of professional responsibility for teachers.

### Our Vision

The Teaching Council will enable and support leadership by the profession to maximise the success of every learner in Aotearoa through highly effective leadership and teaching.

### Our Behaviours

- Whaihua i a tātou anō  
*Value our colleagues by listening and being open to what they say.*
- Mahi ngātahi  
*Work together with integrity by respecting each other and the profession*
- Whai whakaaro ki ngā mahinga katoa  
*Adopt a solution focussed attitude when working with others*
- Whakarangatira i ngā iwi katoa  
*Honour our bicultural partnership by being culturally competent*
- Whakaaturia te mana Māori me te Ahurea ki ngā reanga katoa o te Kaunihera  
*Demonstrate and foster leadership at all levels of the council*

### Our Values

- Whakamana  
*Empowering all learners to reach their highest potential by providing high-quality teaching and leadership*
- Manaakitanga  
*Creating a welcoming, caring and creative environment that treats everyone with respect and dignity*
- Pono  
*Showing integrity by acting in ways that are fair, honest, ethical and just*
- Whanaungatanga  
*Engaging in positive and collaborative relationships with our learners, their families and whānau, our colleagues and the wider community*

## Summary

Position Title	Board Secretary
Reports To	Chief Human Resources Officer
Financial Delegation	Nil
Direct Reports	Nil
Purpose	To contribute to the performance of the Teaching Council by providing high quality, confidential, and timely advice and support to the Governing Council, its Committees and Advisory Groups, and to the Chief Executive.
Date	March 2021

## Key Relationships

External	Nature of relationships
<ul style="list-style-type: none"> <li>Executive Assistants to Governing Council members</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate with</li> </ul>
<ul style="list-style-type: none"> <li>Ministers' Offices</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate with</li> </ul>
<ul style="list-style-type: none"> <li>Peers in education sector organisations and peak bodies</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate with</li> </ul>
<ul style="list-style-type: none"> <li>External suppliers</li> </ul>	<ul style="list-style-type: none"> <li>Work with</li> </ul>
<ul style="list-style-type: none"> <li>Teachers and professional leaders</li> </ul>	<ul style="list-style-type: none"> <li>Advise and support</li> </ul>
Internal	Nature of relationship
<ul style="list-style-type: none"> <li>Governing Council Chair and members</li> </ul>	<ul style="list-style-type: none"> <li>Advise and support</li> </ul>
<ul style="list-style-type: none"> <li>Governing Council Committees and Advisory Groups</li> </ul>	<ul style="list-style-type: none"> <li>Advise and support</li> </ul>
<ul style="list-style-type: none"> <li>Chief Executive, Leadership and Management teams</li> </ul>	<ul style="list-style-type: none"> <li>Advise, support and work with</li> </ul>
<ul style="list-style-type: none"> <li>Chief Human Resources Officer</li> </ul>	<ul style="list-style-type: none"> <li>Report to</li> </ul>
<ul style="list-style-type: none"> <li>Kaimahi Whakahaere People Experience team</li> </ul>	<ul style="list-style-type: none"> <li>Advise, mentor, support and work with</li> </ul>
<ul style="list-style-type: none"> <li>Other Council teams</li> </ul>	<ul style="list-style-type: none"> <li>Work with</li> </ul>


## Key Result Areas

Jobholder is responsible for	Jobholder is successful when
<p><b>Governing Council Secretariat</b></p> <p>Carrying out an effective secretariat function to the Governing Council, Committees and Advisory Groups.</p> <p>Acting as point of contact for Council matters.</p>	<ul style="list-style-type: none"> <li>Processes, documentation, and information are developed and recorded to support the effective operation of the Governing Council, Committees and Advisory Groups.</li> <li>Effective support is delivered to the Chair and CE, including drafting presentations, speeches and correspondence, by working collaboratively with teams across the Council.</li> <li>Meeting arrangements meet the requirements of the Governing Council and CE.</li> <li>Minutes are produced accurately and timely.</li> </ul>

	<ul style="list-style-type: none"> <li>• Opportunities, risk and issues are identified and managed appropriately.</li> <li>• Events are run according to plan and objectives, and within budget.</li> <li>• Effective monitoring and evaluation are used to implement continuous improvement.</li> <li>• A high level of trust and confidence is established and maintained in all dealings with the Governing Council, CE and Council's teams.</li> </ul>
<b>Financial Management</b>  Administering the Governing Council, Committees and Advisory Groups' budgets, coordinating appropriate financial operations.	<ul style="list-style-type: none"> <li>• Budgets and forecasts are appropriately drafted to the Chief Human Resources Officer.</li> <li>• Expenditure is managed in accordance with Finance policies.</li> </ul>
<b>Health, Safety and Wellbeing</b>  Complying with the responsibilities under the Health and Safety at Work Act 2015.	<ul style="list-style-type: none"> <li>• A healthy, safe and wellness-oriented workplace is maintained by setting a good example to team members in relation to HSW practices and policies.</li> <li>• Health and safety issues that may impact on the team or wider organisation are identified and reported.</li> </ul>

## Person Specifications

Qualifications	
Essential	Desirable
Relevant tertiary qualification	Qualification in law, commerce, or marketing/communications
	Post-graduate qualification
Knowledge/Experience	
Essential	Desirable
2-3 years of experience providing secretariat services and governance advice at a senior level	2-3 years of experience of public policy processes, machinery of Government and working constructively with agencies and stakeholders
Event and budget management	Knowledge and experience within the education sector
	Project management
Key Skills	
<b>Expert Level</b> <ul style="list-style-type: none"> <li>• Prioritisation and time management</li> <li>• Written communication skills</li> <li>• Relationship Management</li> </ul>	
<b>Advanced Level</b> <ul style="list-style-type: none"> <li>• Verbal communication</li> <li>• Facilitation</li> <li>• Decision Making</li> <li>• Working in collaboration</li> </ul>	



### **Working Knowledge**

- Applying knowledge of Te Tiriti o Waitangi to the workplace
- Beginning level of Te Reo Māori
- Influence and persuasion
- Research and evaluation methodology