

Executive Assistant and Project Co-ordinator

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	Executive Assistant and Project Co-ordinator
Reports To	Chief People Officer
Financial Delegation	Nil
Direct Reports	Nil
Purpose	<p>To contribute to the performance of the Teaching Council by providing effective and efficient support to the Chief Executive and Deputy Chief Executives, including managing their schedules and performing a wide variety of responsible, complex and confidential administrative, secretarial, analytical and research duties.</p> <p>To support the Council by providing effective and efficient project co-ordination of events and projects, including planning, administration, communication, budgeting and reporting.</p>
Date	January 2021

Key Relationships

External	Nature of relationship
Ministry of Education and other education sector agencies	<ul style="list-style-type: none"> • Provision of information and liaison
Minister's Office	<ul style="list-style-type: none"> • Provision of information and liaison
Teachers and professional leaders	<ul style="list-style-type: none"> • Provision of information and liaison
Boards of Trustees	<ul style="list-style-type: none"> • Provision of information and liaison
Stakeholders and other interested parties	<ul style="list-style-type: none"> • Provision of information and liaison
Internal	Nature of relationship
Chief Executive	<ul style="list-style-type: none"> • Supports, informs and advises
Deputy Chief Executive	<ul style="list-style-type: none"> • Supports, informs and advises
Chief Human Resources Officer	<ul style="list-style-type: none"> • Day to day reporting
Management Team	<ul style="list-style-type: none"> • Provision of information and liaison
Council employees	<ul style="list-style-type: none"> • Provision of information and liaison
Governing Council Members	<ul style="list-style-type: none"> • Provision of information and liaison

Key Result Areas

Jobholder is responsible for	Jobholder is successful when
<p>Provide Executive Assistance to the CE/ DCE</p>	<ul style="list-style-type: none"> • Knowledge and understanding of the CE/ DCE work commitments and priorities are developed. • Good judgement is applied to proactively assist the CE/DCE make decisions and undertake required actions. • Initiative is used to analyse information received to identify emerging issues, associated risks and potential solutions, corrective action is initiated, ongoing status



<p>Project Co-ordination</p>	<ul style="list-style-type: none"> • Sector stakeholders, Council staff and management are involved using an appropriate communication strategy. • Project time frames are managed using a range of project management tools. • Event time frames are managed using programmes, schedules and/ or run sheets. • Project and event budgets are developed and managed. • Travel arrangements and other administrative requirements of projects/ events are organised. • Progress is reported using a range of reporting formats.
<p>Team Support</p>	<ul style="list-style-type: none"> • Assistance is provided to the CE/ DCE Team and the wider organisation as required.
<p>Health, Safety and Wellbeing</p> <p>Complying with the responsibilities under the Health and Safety at Work Act 2015.</p>	<ul style="list-style-type: none"> • A healthy, safe and wellness-oriented workplace is maintained by setting a good example to team members in relation to HSW practices and policies. • Health and safety issues that may impact on the team or wider organisation are identified and reported.

Person Specifications

Qualifications	
Essential	Desirable
	A tertiary qualification or equivalent work experience
Knowledge and Experience	
Essential	Desirable
Intermediate/ Advanced user of Microsoft Word, Powerpoint, Excel and Outlook	Experience in a similar role supporting a senior leader
	Experience in event or project management
	A basic knowledge of the education sector
	An understanding of government processes, with an ability to interpret standing orders and legislative requirements
	Te Reo and/ or Pasifika language skills
Key Skills	
<p>Expert Level</p> <ul style="list-style-type: none"> • Ability to learn on the job • Organisational, time management and prioritising skills • Written and oral communication skills • Ability to build and maintain strong relationships across a diverse group of contacts • High energy, discretion and ability to demonstrate good judgement. 	

**Advanced Level**

- Strong action orientation and initiative, balanced with the ability to work within the Council's structures, policies and priorities
- Computer skills in Microsoft Office suite - particularly in Word, Excel and PowerPoint
- Resource and cost management
- Flexibility and resilience to cope with fast paced change

Working Knowledge

- Te Tiriti o Waitangi and its relevance and application in the workplace and the education sector.
- Databases