

FIELD OFFICER WELLINGTON (FIXED TERM)

Introduction

NZEI Te Riu Roa is the dynamic and innovative organisation representing the professional and industrial interests of 51,000 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.

Function

NZEI field officers are responsible for the implementation of NZEI's campaign plans at a local and regional level. The primary function is to recruit and organise members.

Each field staff team, while regionally based, is part of a national NZEI organising team responsible for the organisation of members in one or more of the sectors which fall within NZEI's coverage.

The position falls under the day to day management of a Lead Organiser Operations.

Specific Responsibilities

- Organisation of members through NZEI Te Riu Roa structures, networks and worksites by:
 - developing professional and interest networks;
 - recruiting new members and supporting recruitment programmes;
 - assisting, as appropriate, with the development, implementation and presentation of NZEI Te Riu Roa membership education programmes;
 - maintaining regular contact with members in their workplaces;
 - encouraging members' participation in the activities of the union;
 - identifying, supporting and encouraging member to take on leadership roles in their respective sectors.
- Promotion of NZEI Te Riu Roa's aims, objectives and policies to NZEI Te Riu Roa members, elected officers and the general public;
- Provision of representation, advice and support for members involved in restructuring and institutional change processes which impact directly on their employment eg diversification, surplus staffing and school reorganisations.
- Support of the industrial interests of members by:
 - Negotiating employment agreements for NZEI Te Riu Roa members where delegated;
 - Providing members with access to appropriate support in scenarios such as the enforcement of NZEI Te Riu Roa employment agreements.

- Implementation of the Treaty of Waitangi in NZEI Te Riu Roa structures and assisting members to apply the Treaty of Waitangi in their workplaces;
- Building and maintaining strategic alliances with other sector stakeholders e.g. community organisations, other unions, employer organisations.;
- Managing own work programme and resources according to budget and NZEI Te Riu Roa priorities;
- Participation, as required, in NZEI operational structures such as campaign steering groups;
- Supporting and liaising with NZEI membership structures such as networks, branches and area councils;
- Undertaking such other tasks related to NZEI campaigns as are required.

Key Results

- An informed and active membership;
- Membership levels are increased;
- Membership leaders are identified and supported;
- Elected officers receive advice and support;
- NZEI Te Riu Roa has productive relationships with regional and local educational agencies, employers and the community at large;
- National Executive priorities are promoted and achieved;
- NZEI Te Riu Roa objectives are upheld;
- The Treaty of Waitangi partnership is demonstrated / reflected in all NZEI Te Riu Roa activities.

Relationships

- NZEI Te Riu Roa members: especially worksite representatives, elected officers;
- Various NZEI membership bodies – e.g. networks, branches and area councils;
- NZEI Te Riu Roa staff;
- Educational agencies;
- Other unions;
- Regional and local employers and employers' organisations;
- Community groups.

Accountabilities

The field officer position reports to the Lead Organiser Operations. The field officer role involves working within national campaign plans which are overseen by the Campaign Director at National Office.

Necessary Skills and Abilities

The appointee will have:

- Demonstrated commitment to the principles and objectives of the union movement and a high level of understanding of the issues facing the union movement.
- An understanding of and a commitment to the principles of organising.
- High level communication skills.
- An ability to work effectively as a member of a team.
- The ability to understand and interpret agreements and relevant industrial legislation.
- Good knowledge of contemporary industrial relations and education sector issues.
- Demonstrated ability to work effectively under time and other pressures.
- Capacity to contribute to strategic planning.
- An awareness of economic, social and political issues particularly as they impact on education.
- Computer skills appropriate to the position.

Location

The position is based in Level 5, Education House, Willis Street, Wellington.

Terms and Conditions

As provided for in the NZEI Te Riu Roa Staff Collective Agreement Office and equipment and administrative support will be provided as required.

This position is for a fixed term of approximately 8 months to provide cover for parental leave.

Professional development and support will be provided.

For further information, please contact Denise Cornford on (04) 382-2797 or via email Denise.Cornford@nzei.org.nz

Applications in confidence should be addressed to Darrell Ward, Assistant Secretary AMS, National Office, Level 12, Education House, PO Box 466, Wellington, or by email to marion.edbrooke@nzei.org.nz

Applications close at **5pm, Friday 3rd February 2012.**