

<b>Position title:</b>	Adviser, Strategic research and investigations
<b>Reporting to:</b>	Director of Campaigns
<b>Location:</b>	Wellington
<b>Date:</b>	July 2020
<b>Term:</b>	Permanent
<b>Hours:</b>	Full time

#### About NZEI Te Riu Roa

NZEI Te Riu Roa is a dynamic and innovative organisation that represents the professional and industrial interests of 47,000 primary and early childhood teachers, specialist education and advisory staff, early childhood and school support staff. We are committed to providing high quality education and are focused on protecting and promoting the industrial and professional interests of our members.

NZEI Te Riu Roa is committed to the Treaty of Waitangi ‘Te Tiriti o Waitangi’, and to maximising the contribution that our union and educators can make to a decent society for all New Zealanders.

NZEI Te Riu Roa is the largest education union in New Zealand. We seek to win by leveraging our professional and industrial capacity to lead, and advocate for quality public education in Aotearoa New Zealand.

#### Position purpose

The focus of this role is on strategic investigation and research to tell the story of key education issues, with the purpose of facilitating positive change. This includes action research useful for a campaigning environment; analysis and investigation of data and official information; developing research initiatives targeted to NZEI Te Riu Roa campaign priorities, with a particular focus on education policy and funding, workforce and labour market issues and corporate involvement in education; analysing the education and wider political environment to inform NZEI Te Riu Roa campaign strategies; and developing our analytical capabilities around engaging members and building their activism and leadership, including through social media.

#### Key responsibilities and performance expectation

<p><u>Research and Investigation</u></p> <ul style="list-style-type: none"> <li>Undertake real-time research and investigation, both technical and political, quantitative and analytical, including through the use of official information, corporate data, financial data and member experience on key issues aligned with NZEI Te Riu Roa priorities</li> </ul>	<ul style="list-style-type: none"> <li>NZEI sets the education agenda with timely, well-evidenced exposes that advance our campaign objectives</li> </ul>
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<ul style="list-style-type: none"> <li>• Work with other members of the NZEI campaign team and member leaders to identify investigative opportunities</li> <li>• Analyse the environment in which the union operates - the sector, employers and/or workplaces and the challenges and opportunities confronting the union - to inform the strategic planning of campaigns, including negotiating strategies</li> </ul>	<ul style="list-style-type: none"> <li>• A strong and reliable information base is made available to campaign projects and advocates</li> <li>• High quality and timely research improves campaign outcomes</li> </ul>
<p><u>Strategic Planning</u></p> <ul style="list-style-type: none"> <li>• As a member of project teams, participate in ongoing planning and implementation cycles that include:</li> <li>• Determining achievable goals including organising objectives, sector wide goals and professional priorities and targets.</li> <li>• Developing strategies that take account of the context, the union’s strengths and weaknesses and the goals</li> </ul>	<ul style="list-style-type: none"> <li>• Planning is provided that reflects strong links to all areas of sector work.</li> <li>• Planning demonstrates a clear understanding of campaign and sector strategies and goals.</li> <li>• Purpose and goals of strategic planning is clearly articulated to staff and members at all available opportunities.</li> <li>• Conflicting demands around investigations are successfully balanced and key objectives are given priority.</li> </ul>
<p><u>Socialisation and amplification of issues</u></p> <ul style="list-style-type: none"> <li>• Identify opportunities to socialise and amplify the outcomes of investigations with key audiences and influencers</li> <li>• Work with the Communications Team and Director of Organising to implement strategies to engage and organise members around investigations and campaigns</li> <li>• Develop and use analytics to increase online and offline member engagement and organising</li> </ul>	<ul style="list-style-type: none"> <li>• High impact information, articles and reports for use with media and policymakers are produced regularly</li> <li>• Online and face to face organising is strengthened around key campaign objectives</li> <li>• NZEI understands the scale and nature of member engagement and optimises new opportunities to organise and activate members</li> </ul>
<p><u>General</u></p> <ul style="list-style-type: none"> <li>• Undertake campaign and organising related projects as requested by the Director of Campaigns</li> <li>• Advocate NZEI Te Riu Roa policy and research to policy makers, officials and media as required</li> <li>• Support the development of knowledge, skills and capability in staff and member leaders</li> <li>• Represent NZEI Te Riu Roa and provide strong advocacy of the organisation’s priorities with high quality written material to support that advocacy.</li> <li>• Further NZEI Te Riu Roa objectives through work with other education unions and the NZCTU;</li> </ul>	<ul style="list-style-type: none"> <li>• There is an agile and appropriate response to issues as they arise.</li> <li>• Relationships are built with a wider range of key influencers.</li> <li>• Staff are upskilled with new tools</li> <li>• NZEI credibility is maintained and enhanced.</li> <li>• Aspects of investigations or projects that have clear cross-union benefits are identified and</li> </ul>

<ul style="list-style-type: none"> <li>Undertake any other duties consistent with the overall purpose of the position as determined by the Director of Campaigns.</li> </ul>	<p>there is effective communication and collaboration with other unions.</p>
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#### Key relationships

- Director of Campaigns – reporting and direction, consultation, coaching and support
- Other directors – support and collaboration
- Strategic and Campaign Leads – Peer review, support and collaboration
- Other Campaign Pool team members – support and collaboration
- Member leaders – relationship management and consultation
- Members and prospective members

#### Key skills and attributes

All NZEI Te Riu Roa staff should endeavour to demonstrate competencies around the key values of Professionalism, Relationships, Innovation and Commitment set out in the attachment.

#### Specialist knowledge and skills:

In addition, the Adviser – Projects and Investigations will have the following knowledge and skills:

- Outstanding investigative, strategic campaigning and research skills, determination, and a keen sense of scepticism
- A background in investigative reporting or research, and an understanding of journalism and the law
- Experience using investigative research for media, social media and organising purposes
- Excellent oral and written communication skills
- Excellent organisational and analytical skills, along with the ability to prioritise and manage a range of activities
- Experience analysing economic and financial data relating to legislative issues, public finance and employment
- 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
- 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 pressure
- Capacity to contribute to strategic planning
- An awareness of economic, social and political issues particularly as they impact upon education
- Literacy in relevant software packages is essential
- A current NZ drivers licence

#### Values:

**Professionalism**

- Respect for other people, their ideas and their culture and beliefs
- Quality results through high standards and learning from experience and feedback
- Can be counted on; personal and organisational integrity

**Relationships**

- Being open, honest and transparent – working with candour and sincerity
- Working collaboratively towards common goals
- Building relationship and networks

**Innovation**

- Using alternative thinking to find solutions
- Being creative and smart
- Growing the organisation through an environment of learning

**Commitment**

- Understanding of and belief in our mission
- Working with energy and flexibility – “owning it”
- Having pride in what we do, and the determination to do it well