



Position Description

Position Title	Personal Assistant, Networks of Expertise, 0.5FTE Fixed-term, Part-time until 31 March 2020		
Team	TRCC Networks of Expertise		
Location	Wellington based		
Reports to	National Co-ordinator Networks of Expertise	Job Band	Fixed term 0.5 part-time Individual contract until 31 March 2020.
Delegated Authority	Nil	Nil	Finance Nil

About TRCC

TRCC is a leading New Zealand Organization for Teacher Professional Development, by teachers for teachers, and has a significant reputation and responsibility for the provision and development of the system that promotes teacher professional development.

TRCC seeks to improve, promote and develop the professional practice of teachers through:

- Its leadership of professional development.
- Advising the Ministry of Education on professional development issues.
- Directly providing expertise and support to teachers, teacher professional bodies and associations.
- Providing sector information and financial support for the benefit of teacher bodies wishing to provide professional development.

TRCC works in partnership with the Ministry of Education, Teacher Unions, Early Childhood Centres, Schools and Tertiary Institutions to professionally engage with teachers to further develop their ability to teach.

TRCC team description

The TRCC Networks of Expertise team is responsible for ensuring leadership and support to the wider education sector to deliver ongoing improvements and sustainability in teacher professional development. This includes leadership of best evidence and practice in teaching and learning, data analytics and support for innovation in the sector.

The key functions of the TRCC Networks of Expertise team is to support national curriculum guidelines and implementation, and to provide consistent high quality advice and information that supports effective teacher professional development. This includes:

- A shift from high cost national conferences to a focus on regional mini meets and improving ongoing financial sustainability of Networks of Expertise Professional Learning and Development.
- Reducing the inequities in the teacher professional development system.
- Ensuring services are customer-friendly with barriers to equity removed.
- The Ministry of Education, PLD providers, Education Unions, other government agencies, non-government organisations and education communities working better together to help improve teacher professional development.

Purpose of the role

The Wellington based 0.5FTE Personal Assistant, Networks of Expertise will provide high quality, focused executive support to the National Co-ordinator of Networks of Expertise and Governance Board in a fixed term part-time capacity up until 31 March 2020.

Key accountabilities and performance expectations include but are not limited to:

Key accountabilities	Performance Expectations
Administrative Support	<ul style="list-style-type: none"> • Use big picture thinking and broad business acumen to understand the work environment and how to make it more efficient for the National Co-ordinator. • Analyse the National Co-ordinators requirements to ensure needs are met and improve the level of service to the 44 Networks of Expertise by effective planning, organising, record keeping, email communication and following through with administrative support. • Look ahead at the National Co-ordinator's needs and anticipate opportunities, obstacles and desired outcomes. • Proactively assist with managing stakeholder relationships and internal and external communications. • Office management tasks such as diary and correspondence management, meeting coordination in line with National Co-ordinator's requirements. • Provide support for other members of the TRCC team around facilities management, Performance and Development Plan management, reception, meeting room and kitchen management, visitor care and management of office supplies.
Meeting coordination and support	<ul style="list-style-type: none"> • Schedule meetings with Networks of Expertise groups as required. • Review and action all meeting documentation as appropriate. • Ensure the National Co-ordinator is fully prepared for all meetings. • Set up meetings including rooms, equipment and catering where necessary. • Liaise with attendees and their support staff. • Prepare agendas and other documents (such as power points) and take accurate minutes and disseminate them after the meeting.
Secretarial Support	<ul style="list-style-type: none"> • Provide the back-office support and contact for the National Co-ordinator. • Assist the National Co-ordinator to manage workflow and milestone deadlines across the 44 Networks of Expertise. • Respond to correspondence, phone queries and emails as appropriate. • Draft replies to Network of Expertise enquiries. • Ensure all correspondence is responded to and peer checked within allocated timeframes. • Provide a high quality and accurate word processing service for the National Co-ordinator as agreed.
Relationship management	<ul style="list-style-type: none"> • Establish and maintain effective working relationships with TRCC staff internally. • Establish and maintain effective working relationships with key external TRCC stakeholders. • Respond effectively to the public as necessary.

Key accountabilities	Performance Expectations
Health and Safety	<ul style="list-style-type: none"> Complies with TRCC's H & S policies and procedures, for reporting accidents and hazards.
Other requirements	<ul style="list-style-type: none"> From time to time, you may be required to perform other reasonable duties as requested by the National Co-ordinator.

Key relationships

All TRCC employees have a responsibility for managing relationships in some or all of the key sectors we work in. In this role, the key relationships to be developed are as follows:

Reports to:	The National Co-ordinator Networks of Expertise
Responsible for:	Nil direct reports
Internal TRCC relationships:	TRCC staff in the PLD / NoE programmes. TRCC Chairs and the PLD Committee and Governance Board.
Education sector:	Staff and managers in education and related union agencies Professional development stakeholders in education sector.
The public:	Individuals and groups with an interest in the TRCC programme of work.

Core TRCC competencies

Integrity and trust	Demonstrates public service professionalism and adheres to the Standards of Integrity and Conduct. Provides accurate and impartial advice. Acknowledges mistakes and learns from them.
Drive for results	Can be counted on to achieve results. Sets high standards and pushes self and others to perform.
Customer focus	Establishes and maintains effective internal and external relationships. Is dedicated to listening to, understanding and recognizing the needs of others. Acts with the customer in mind.
Priority setting	Supports the TRCC's shared purpose and vision. Uses logic to determine what is important and ensures own time and the time of others is spent on this.
Problem solving	Explores all sources of information. Sees hidden problems and completes honest analysis. Looks beyond the obvious and doesn't stop at first answers.

Role specific competencies

Technical and behavioural competencies specific for this role:

Customer focus	Customer focused and continually looks to improve. Follows through and finishes.
Communication	Strong verbal and written communication skills. Tailors messages to audience.

Diversity	Values diversity and is culturally aware. Ensures approach is collaborative with everyone
Delivering on expectations.	Works positively and constructively with people. Effectively negotiates mutual expectations and builds rapport. Unafraid to suggest new and different approaches.
Relationship Management	Builds and manages relationships effectively. Works well as a team player. Develops trust and confidence from others.

Employer: Teachers Refresher Course Committee

Job Category: Administration

City/Town: Wellington

Region: Wellington

Job Type: Fixed term – 0.5 Part- Time until 31 March 2020.

Salary: \$65,283 to \$77,051

Closing date: 5pm Monday 29th April

Employer website: www.trcc.org.nz

File attachment: Job description.