

## UNIVERSITIES NEW ZEALAND — TE PŌKAI TARA

### POSITION DESCRIPTION

Position Title	Executive Director
Reports to	Chair, Universities NZ
Location	Wellington
Date	June 2013

### BACKGROUND

Universities New Zealand - Te Pōkai Tara<sup>1</sup> is the representative body promoting the common interests of New Zealand's eight universities. It advances university education and research activities and promotes New Zealand's strong university system through coordinated action across the sector. It is a statutory body with responsibilities for the quality assurance of university academic programmes, university entrance and scholarships.

Universities NZ works at the interface between government and the universities. It makes an informed contribution to policy issues, maintains dialogue between government and the universities and contributes well-argued, unified responses to developments that may impact on university autonomy or New Zealand's comparative position with international university systems. It also maintains key linkages within the international community.

Led by a committee of New Zealand's eight Vice-Chancellors, much of Universities NZ's work is undertaken through committees and other groups generally comprising a representative from each university. Universities NZ's activities are supported by a small Wellington-based team

### POSITION PURPOSE

The Executive Director is responsible for leading and managing Universities NZ activities and the Universities NZ office to meet the organisation's statutory responsibilities and achieve the strategic direction established by the Vice-Chancellors.

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<sup>1</sup>Universities New Zealand — Te Mai Tara (Universities NZ) is the name used by the New Zealand Vice-Chancellors' Committee established under the Education Act 1989.

## KEY ACCOUNTABILITIES

### 1 Advocacy

- 1.1 Actively promote the contribution that the universities make to economic and social development
- 1.2 Develop the capabilities of Universities NZ in advocacy seeking collective views on issues and taking a proactive approach to identifying priorities and facilitating discussion on policy issues
- 1.3 Develop strong, unified and well-argued responses to government and other proposals impacting on the university sector
- 1.4 Commission research to provide the evidence base for the policies and proposals advanced on behalf of the university sector
- 1.5 Represent Universities NZ at meetings, on working groups and on international delegations.

### 2 Leadership

- 2.1 Lead Universities NZ staff and activities by providing clear strategic direction
- 2.2 Provide effective support to the Chair and Deputy Chair of Universities NZ for their leadership and representation and deputise for the Chairs of Universities NZ committees as required
- 2.3 Ensure that Universities NZ's statutory responsibilities are effectively undertaken and are not compromised by Universities NZ's advocacy role
- 2.4 Provide pro-active advice to the Vice-Chancellors and Universities NZ committees on the impact of government initiatives and other developments affecting the university sector.

### 3 Relationship management

- 3.1 Identify, initiate and maintain positive, constructive and effective working relationships with key stakeholders including government agencies, universities, the professions and the wider tertiary sector
- 3.2 Keep in touch with Universities NZ's committees and expert groups, identifying and analysing future initiatives, priorities and actions to support the university sector's strategic objectives
- 3.3 Advise the Universities NZ Chair on the implementation of the protocol for the engagement of Chancellors and Vice-Chancellors in Universities NZ and liaise with the Chair of the Chancellors Committee as required.

### 4 Management of Universities NZ office

- 4.1 Responsible for all aspects of staff management including the recruitment of staff, staff development, performance reviews and salary reviews

- 4.2 Ensure that effective and efficient support is provided for Universities NZ committees, expert groups and other activities
- 4.3 Manage the Universities NZ budget, approve expenditure within delegated authority and ensure accountability reporting is effectively completed
- 4.4 Negotiate contracts for the provision of services to the universities as approved by the Vice-Chancellors
- 4.5 Ensure that shared services are provided effectively to the Academic Quality Agency.

## 5 General

- 5.1 Undertake special projects and assignments as requested by the Chair of Universities NZ.
- 5.2 Take responsibility for providing support to specific Universities NZ Committees as required (currently the Human Resources Committee)
- 5.3 Any other duties as requested by the Chair of Universities NZ.

## **KEY WORKING RELATIONSHIPS**

### **Internal**

- Chair and Deputy Chair of Universities NZ
- Other Vice-Chancellors
- Chancellors
- Universities NZ staff
- Conveners and members of Universities NZ committees and expert groups

### **External**

- CEOs and senior managers in government agencies including MBIE, TEC, the Ministry of Education, NZQA, Education NZ
- CEOs of other key agencies including the Royal Society of NZ, Science NZ and professional bodies of particular relevance to the universities
- Ministers with responsibility for tertiary education and research and science and key staff in their offices
- Senior staff in relevant international bodies including Universities Australia, the Association of Commonwealth Universities and other bodies with whom Universities NZ has cooperation agreements
- News Media

## **PERSON SPECIFICATIONS**

### **Qualifications**

- University qualification

## Skills & Experience

- Sound understanding of the NZ university system and its international context
- Sound understanding of the workings of government and experience in public policy
- Demonstrated ability to lead and achieve results in a complex and dynamic environment
- Strategic, financial and staff management experience
- High-level relationship management experience.

## Competencies

Leadership	Provides a clear sense of purpose, inspires confidence and support, demonstrates exemplary leadership qualities and behaviours, Is well-organised and has good forward planning skills, maturity and resilience; is politically agile and able to appreciate differing viewpoints and demonstrate evenhandedness.
Building Relationships	Builds, maintains and uses effective working relationships, Internal and external' to the organisation, to facilitate the successful achievement of projects, assignments and goals.
Communication	Outstanding communication skills, conveys information and ideas effectively both speaking and in writing; well-developed listening skills in both formal and informal situations.
Intellectual capability	Establishes credibility with stakeholders, takes a holistic approach to issues and problem-solving and makes strategic linkages; critically analyses complex information and makes succinct recommendations.
Commitment to Excellence	Sets high personal and professional standards for self and staff, assumes responsibility and accountability for successfully completing assignments or tasks, organises tasks to make best use of time and resources, consistently gives careful attention to all the detailed aspects of the role.
Effectiveness under Pressure	Maintains effective performance when under pressure, (such as time pressure, shifting/conflicting priorities or job ambiguity) when facing opposition from others or In ambiguous environments; acts professionally at all times. Flexible and co-operative.
Treaty of Waitangi	Demonstrates an understanding of the implications of the Treaty for today's society and a commitment to ensuring that the university sector meets its obligations under the Treaty.