

Education New Zealand (ENZ) | Manapou ki te Ao

Position Description (as at July 2021)

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| Position | Board Member |
| Appointed by | Minister of Education |
| Term | Up to 3 years with potential for reappointment |
| Remuneration | \$16,800 |

About ENZ | Manapou ki te Ao

Education New Zealand (ENZ) is Aotearoa New Zealand's government agency, founded in 2011, for building international education. It promotes New Zealand as a study destination and support the delivery of education services offshore. It also administers scholarships to support New Zealanders studying overseas particularly in Asia and Latin America.

ENZ's Current Environment

ENZ's strategic direction has been aligned to the [International Education Strategy](#) which remains relevant. The COVID-19 pandemic and the border closure have had a severe impact on the international education sector in New Zealand. ENZ has a critical role in managing the impacts of the pandemic as well as the future of the sector and what international education will look like in New Zealand going forward.

Position

The Board members play a key role in providing direction and assurance for ENZ's performance over its range of functions and provides strategic oversight. It provides direction for the organisation on the changes happening in the system and the Government's priorities for the education sector. It also ensures that ENZ takes into account the sector's priorities.

Te Tiriti o Waitangi

The Education and Training Act 2020 brings Te Tiriti o Waitangi (Te Tiriti) to the forefront for the education sector. The Board has a key role in leading ENZ as an organisation that honours and gives practical effect to the Crown's Te Tiriti responsibilities.

Key Education Priorities

The new [National Education Learning Priorities](#) (NELP), the new [Tertiary Education Strategy](#) (TES) and the Government's overarching reforms for education ([the Education Work Programme - EWP 2021](#)) outlines the Minister of Education's priorities for the wider education sector. Alongside the specific international education plans, other key strategies and shifts which ENZ need to consider are:

- [The Reform of Vocational Education](#)
- [Ka Hikitia](#) (the Māori Education Strategy) and [Tau Mai Te Reo](#) (the Māori Language in Education Strategy)
- [Action Plan for Pacific Education](#), and the
- [Learning Support Action Plan](#)

Responsibilities and Accountability for the Board

The Minister of Education, the Crown Entities Act 2004 and the Education and Training Act 2020

The Minister issues a regular Letter of Expectations to outline the government's expectations for the organisation. The Board and ENZ are responsible for issuing its three-yearly Statements of Intent and the annual Statement of Performance Expectations and report against these in its quarterly and annual reports.

From time to time, the Minister may direct ENZ to give effect to a government policy that relates to its functions and objectives. Members of the Board are accountable to the Minister in respect of their collective and individual duties and responsibilities.

The Board is also responsible for ensuring sound fiscal decision making and practices of the organisation. As above, these are reported quarterly and annually to the Minister of Education.

The Public Service Act 2020

The Board is responsible for ensuring ENZ upholds the public service principles of:

- political neutrality
- providing free and frank advice
- making merit-based appointments
- fostering a culture of open government
- proactively promoting stewardship of the public service

It must preserve, protect, and nurture the spirit of service to the community.

Skills, Experience and Attributes of the Board

To help the Board succeed in its roles and functions, it should collectively have:

- a strong understanding of the Machinery of Government
- strong governance experience
- business development experience or commercial experience
- understanding the international education or wider international sector in New Zealand
- understanding of the overseas market and international relations, and an
- understanding of te reo Māori, tikanga Māori and mātauranga Māori

Workload, Remuneration and Term of Appointment

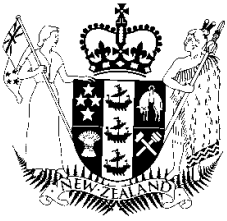
The expected workload for members is approximately 30 days per year on meeting attendance and other board business. ENZ's Board meets around ten times a year.

Board members receive a fee of \$16,800 per annum. This is set and reviewed in accordance with the [Cabinet fees framework](#). Board members are paid out of ENZ's funds for reasonable and actual allowances for travelling and other expenses relating to performing their duties and responsibilities as Board members.

Appointments are for terms of up to three years. Members may be considered for reappointment when their term expires.

Resignation or Removal from Office

A member may, at any time, resign from office by notifying the Minister and the Board Chair in writing. Any member, including the Chair, may be removed by the Minister by written notice.



New Zealand Qualifications Authority | Mana Tohu Mātauranga o Aotearoa

Position Description

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| Position | Board Member |
| Appointed by | Minister of Education |
| Term | Up to 3 years with potential for reappointment |
| Remuneration | \$21,600 per annum |

About the New Zealand Qualifications Authority | Mana Tohu Mātauranga o Aotearoa

The [New Zealand Qualifications Authority](#) (NZQA) was established under the [Education Act 1989](#) and is continued under the [Education and Training Act 2020](#). It is a Crown agent under the [Crown Entities Act 2004](#). NZQA is governed by a Board of between eight and ten members, appointed by the Minister of Education.

Its services span the secondary and tertiary education sectors. NZQA administers the National Certificates of Educational Achievement (NCEAs) for secondary school students and is responsible for the quality assurance of non-university tertiary training providers. More information on its function can be found [here](#).

Position

Members are responsible for the governance of NZQA. Members may also be required to serve on sub-committees with delegated powers. The Minister of Education will also appoint one member to be Chair and may appoint another member to be Deputy Chair. These offices carry additional duties.

Te Tiriti o Waitangi

The Education and Training Act 2020 brings Te Tiriti o Waitangi (Te Tiriti) to the forefront for the education sector. The Board has a key role in leading NZQA as an organisation that honours and gives practical effect to the Crown's Te Tiriti responsibilities. This means creating and continuing authentic and sustainable partnering with whānau, hāpu and iwi to ensure the education system enables Māori to enjoy and achieve education success as Māori. It requires NZQA to continue to increase its internal capability to be an effective in this work. As a Board member, you are required to understand Te Tiriti and make decisions which allows the organisation to give practicable effect to the government's Tiriti obligations.

Key Education Priorities

The new National Education Learning Priorities (NELP), the new Tertiary Education Strategy (TES) and the Government's overarching reforms for education (the Education Work Programme - EWP 2021) requires NZQA to work collaboratively and cohesively with partner agencies and the sector.

Key strategies and shifts which underpin this work are:

- The Reform of Vocational Education
- *Ka Hikitia* (the Māori Education Strategy) and *Tau Mai Te Reo* (the Māori Language in Education Strategy)
- *Pacific Education Action Plan*
- *Learning Support Action Plan*
- Implementation of the NCEA Change Package

- Review of New Zealand Qualifications Framework including the Review of Achievement Standards
- The Education Codes of Practice for pastoral care of domestic tertiary and international students

Responsibilities and Accountability for the Board

The Minister of Education, the Crown Entities Act 2004 and the Education and Training Act 2020

The Minister issues a regular Letter of Expectations to outline the government's expectations for the organisation. The Minister and Minister for Māori-Crown Relations: Te Arawhiti may also issue a Statement of Expectations on what the organisation must do to give effect to Te Tiriti. In response the Board and NZQA are responsible for issuing its three-yearly Statements of Intent and the annual Statement of Performance Expectations and report against these in its quarterly and annual reports.

From time to time, the Minister may direct NZQA to give effect to a government policy that relates to its functions and objectives. Members of the Board are accountable to the Minister in respect of their collective and individual duties and responsibilities.

The Public Service Act 2020

The Board is responsible for ensuring NZQA upholds the public service principles of:

- political neutrality
- providing free and frank advice
- making merit-based appointments
- fostering a culture of open government
- proactively promoting stewardship of the public service

It must preserve, protect and nurture the spirit of service to the community.

Crown Entities Act 2004

The Board is responsible for ensuring sound fiscal decision making and practices of the organisation. As above, these are reported quarterly and annually to the Minister of Education.

Skills, Experience and Attributes of the Board

To help the Board succeed in its roles and functions, it should collectively have:

- strong governance experience, executive leadership, strategic outlook, business development and ability to lead through change
- understanding of te reo Māori, tikanga Māori and mātauranga Māori
- an understanding of the diverse perspectives of New Zealanders, particularly the needs of Māori, Pacific, and disabled learners and those with additional learning needs
- an understanding of Crown entities, and a commitment to public service and the community
- sector knowledge relevant to the role and functions of NZQA
- building robust, collaborative relationships in complex environments, and
- strong communication skills

Workload, Remuneration and Term of Appointment

The expected workload for members is approximately 30 days per year on meeting attendance and other board business. The NZQA's Board meets around ten times a year. In addition, a member may sit on the Board's Finance and Risk Committee which meets around six times a year.

Board members receive a fee of \$21,600 per annum. This is set and reviewed in accordance with the [Cabinet fees framework](#). Board members are paid out of NZQA's funds for reasonable and actual

allowances for travelling and other expenses relating to performing their duties and responsibilities as Board members.

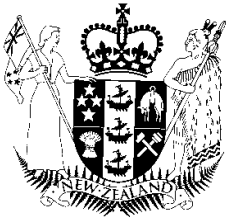
Appointments are for terms of up to three years. Members may be considered for reappointment when their term expires.

Resignation or Removal from Office

A member may, at any time, resign from office by notifying the Minister and the Board Chair in writing. Any member, including the Chair, may be removed by the Minister by written notice.

New Zealand Government

Released under the Official Information Act



Position Profile – Te Aho o Te Kura Pounamu board member

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| Appointed by: | Minister of Education |
| Term: | 3 years (potential for reappointment) |
| Remuneration: | \$15,582 per annum |

About Te Aho o Te Kura Pounamu

[Te Aho o Te Kura Pounamu](#) (Te Kura) is a distance education provider offering personalised learning programmes to students from early childhood through secondary school. Te Kura is New Zealand's largest school, with well over 20,000 enrolments a year.

Te Kura is a special institution school under the [Education and Training Act 2020](#), required to meet many of the same obligations as face-to-face schools, including preparing a school charter, reporting annually, and employing registered teachers. Te Kura's governance arrangements ([here](#) and [here](#)) and [enrolment policy](#) are set out in the *New Zealand Gazette*. Te Kura is governed by a board of eight members including a staff representative. Te Kura is also a Crown entity. The Board appointments are made by the Minister of Education.

Workload, remuneration and term of appointment

Te Kura's board meets eight times a year. Board members receive a fee of \$15,582 per annum for an assumed commitment of 30 days per year for meeting attendance and any attendance on subcommittees or other board business.

Fees are set in accordance with the [Cabinet fees framework](#). Board members are entitled to be paid out of Te Kura's funds for reasonable and actual allowances for travelling and other expenses relating to performing their duties and responsibilities as board members.

Appointments are for terms of up to three years. Members may be considered for reappointment when their term expires.

Position purpose

Members will be responsible for formulating and implementing Te Kura's strategic directives. Members may also be required to serve on sub-committees with delegated powers.

Skills profile

Board members are expected to have:

- a commitment to public service and the community;
- an understanding of the diverse perspectives of New Zealanders, particularly Māori and Pasifika;
- a high level of integrity, ethical standards, and sound judgement in professional and personal dealings; and

- an awareness, and ongoing management, of any actual or perceived conflicts of interest.

Board members are expected to possess some or most of the following:

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| Knowledge & experience | <ul style="list-style-type: none"> • familiarity and experience at an executive level, either in the education system or in industry/business; • knowledge of the particular needs of 21st century learners, including distance education and at-risk students; • an understanding of, or experience in, digital technologies, including the potential of these as a means of enhancing learning outcomes; • understanding of Māori learners, Pasifika learners, learners with special education needs and learners from low socio-economic backgrounds; • a working knowledge of the role of governance in public sector agencies; • knowledge of the New Zealand education sector; • knowledge and experience of government policy; • an understanding of effective governance and strategy; • previous experience in a governance role; and • specific strength in one or more of the following managerial/governance areas: strategy and planning; finance; legal; organisational development/human resources and/or risk management. |
| Skills & attributes | <ul style="list-style-type: none"> • strategic thinking ability; • demonstrated capability and experience in developing and assessing board policy; • recognised as a leader or expert in a discipline or in an area applicable to Te Kura's work (eg, distance education; Māori and Pasifika education, at-risk youth; learning transitions; finance; digital strategy, strategic management); • strong relationship management skills, including the ability to build and maintain effective working relationships with diverse audiences; • highly developed written and oral communication skills; and • ability to work effectively and cooperatively with the Chair and other board members. |

Responsibilities of all board members

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| <p>When exercising powers or performing duties, members must act:</p> <ul style="list-style-type: none"> • in good faith; • with reasonable care, diligence and skill; • with honesty and integrity; and • in accordance with any code of conduct issued by Ministers. | <p>The board is collectively responsible for ensuring that Te Kura:</p> <ul style="list-style-type: none"> • acts in a manner consistent with its functions, powers, and Charter; • conducts activities effectively and efficiently, and in a manner consistent with the spirit of public service; and • maintains financial viability. |
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Some Board obligations are governed by the [Crown Entities Act 2004](#) (see Schedule 3 and 5). As with all Crown entity boards, members are expected to maintain a high standard of behaviour in their professional and personal dealings, including being sensitive to any involvements that might give rise to a conflict of interest. Members must declare any personal or professional interests or associations that might create a conflict with their duties. They have a responsibility for ongoing management and awareness of any conflicts of interest, either actual or potential.

Board members are directly accountable for:

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| Key stakeholder management | <ul style="list-style-type: none"> Maintaining effective relationships with key interested groups, including the responsible Minister. |
| | <p>Key stakeholders include:</p> <ul style="list-style-type: none"> Minister of Education; Secretary for Education; Te Kura's chief executive; and Chairs and senior management of other education sector agencies. |
| Strategy & policy | <ul style="list-style-type: none"> Developing Te Kura's charter; and developing and/or assessing board policy and enabling the board to carry out its functions and responsibilities in the sector effectively. |
| Senior executive & membership management | <ul style="list-style-type: none"> Developing and maintaining effective personal working relationships with the chief executive and senior management team; contributing to the chief executive recruitment process, as required; contributing to the chief executive's performance evaluation; and developing and evaluating the performance of other board members. |
| Management obligations | <ul style="list-style-type: none"> Approving and monitoring the implementation of the annual plan and the successful completion of its targets; assisting the Chair with all other governance issues (eg, budget approval, risk management, and human resources strategy); and participating in sub-committees. |
| Reporting | <ul style="list-style-type: none"> Meeting Te Kura's reporting obligations. |

Eligibility for board membership

The Ministry will seek confirmation of a candidate's eligibility during the appointments process. A prospective appointee must:

- consent in writing to being a member;
- certify they are not disqualified from being a member under section [Schedule 23, section 9](#) of the Act, and
- disclose to the Minister the nature and extent (including monetary value, if quantifiable) of all potential or perceived interests they have, or are likely to have, in relation to the entity.

Additional information on the legal and general obligations and responsibilities of school boards can be found in the [Education and Training Act 2020 \(section 127\)](#).

There are some restrictions on public servants' eligibility for Crown entity board membership which are covered in [Cabinet Office Circular \(02\) 5 Appointment of Public Servants to Statutory Boards](#).

Resignation or removal from office

A member may, at any time, resign from office by notifying the Minister and the Board Chair in writing, including the date resignation takes effect. The responsible Minister may, after consultation with the person concerned, remove a member by written notice to the person (with a copy to the Board).



Tertiary Education Commission (TEC) | Te Amorangi Mātauranga Matua

Position Description

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| Position | Board Member |
| Appointed by | Minister of Education |
| Term | Up to 3 years with potential for reappointment |
| Remuneration | \$22,400 per annum |

About TEC | Te Amorangi Mātauranga Matua

TEC leads the Government's relationship with the tertiary education sector in New Zealand and provide career services from education to employment.

TEC invests over \$3 billion into tertiary education and supporting the tertiary and careers system to ensure New Zealanders are equipped with the knowledge and skills they need for lifelong success.

Position

The Board members play a key role in providing direction and assurance for TEC's performance over its range of functions and provides strategic oversight and direction for the organisation over the changes happening in the system and the Government's priorities.

Te Tiriti o Waitangi

The Education and Training Act 2020 brings Te Tiriti o Waitangi (Te Tiriti) to the forefront for the education sector. The Board has a key role in leading TEC as an organisation that honours and gives practical effect to the Crown's Te Tiriti responsibilities. This means creating and continuing authentic and sustainable partnering with whānau, hāpu and iwi to ensure the education system enables Māori to enjoy and achieve education success as Māori. It requires TEC to continue to increase its internal capability to be an effective in this work. As a Board member, you are required to understand Te Tiriti and make decisions which allows the organisation to give practicable effect to the government's Te Tiriti obligations.

Key Education Priorities

The new National Education Learning Priorities (NELP), the new Tertiary Education Strategy (TES) and the Government's overarching reforms for education (the Education Work Programme - EWP 2021) requires TEC to work collaboratively and cohesively with partner agencies and the sector.

Key strategies and shifts which underpin this work are:

- The Reform of Vocational Education
- *Ka Hikitia* (the Māori Education Strategy) and *Tau Mai Te Reo* (the Māori Language in Education Strategy)
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Responsibilities and Accountability for the Board

The Minister of Education, the Crown Entities Act 2004 and the Education and Training Act 2020

The Minister issues a regular Letter of Expectations to outline the government's expectations for the organisation. The Minister and Minister for Māori-Crown Relations: Te Arawhiti may also issue a Statement of Expectations on what the organisation must do to give effect to Te Tiriti. In response, the Board and TEC are responsible for issuing its three-yearly Statements of Intent and the annual Statement of Performance Expectations and report against these in its quarterly and annual reports.

From time to time, the Minister may direct TEC to give effect to a government policy that relates to its functions and objectives. Members of the Board are accountable to the Minister in respect of their collective and individual duties and responsibilities.

The Public Service Act 2020

The Board is responsible for ensuring TEC upholds the public service principles of:

- political neutrality
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- proactively promoting stewardship of the public service

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- an understanding of the diverse perspectives of New Zealanders, particularly the needs of Māori, Pacific, and disabled learners and those with additional learning needs
- an understanding of Crown entities, and a commitment to public service and the community
- understanding the wider operating context and the sector and driving collaboration and integration in the sector where appropriate,
- delivering to current and future learner and stakeholder needs
- building robust, collaborative relationships in complex environments, and
- strong communication skills

Workload, Remuneration and Term of Appointment

The expected workload for members is approximately 30 days per year on meeting attendance and other board business. TEC's Board meets around ten times a year.

Board members receive a fee of \$22,400 per annum. This is set and reviewed in accordance with the [Cabinet fees framework](#). Board members are paid out of TEC's funds for reasonable and actual allowances for travelling and other expenses relating to performing their duties and responsibilities as Board members.

Appointments are for terms of up to three years. Members may be considered for reappointment when their term expires.

Resignation or Removal from Office

A member may, at any time, resign from office by notifying the Minister and the Board Chair in writing. Any member, including the Chair, may be removed by the Minister by written notice.

New Zealand Government

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