Construction and Specialist Trades
Industry Skills Board

Governance & Business Advisor

Position Description | IN-CONFIDENCE | October 2026

Position title	Governance & Business Advisor
Group / ISB	Construction and Specialist Trades
Reports to	Chief Executive
Location	Wellington / remote
Position type	Fixed-term, part-time 0.4–0.5 FTE (16–20 hours a week), with both time and schedule flexibility around Board hui and reporting peaks
Delegations	Nil financial delegation; no direct reports

About us

The Construction and Specialist Trades Industry Skills Board supports industry to shape vocational education and workforce development across 28 specified industries in the construction and specialist trades sector. We use industry voice to set and maintain qualifications, standards and credentials, endorse programmes, quality assure assessment, and advise on workforce needs and development priorities.

We are building an industry-led system that is responsive to employers, learners, Māori, Pacific peoples, disabled people, and communities across Aotearoa New Zealand. Our work is grounded in Te Tiriti o Waitangi, industry partnership, good governance, and practical outcomes for learners and employers.

Purpose of the role

The Governance & Business Advisor provides high-trust executive, governance and organisational support to the Chief Executive, Board Chair and Board. The role is central to the smooth operation of our governance system and organisational rhythm, ensuring the Board and Chief Executive have clear, timely and decision-ready information.

The role supports Board and committee meetings, Board reporting, decision and action tracking, risk and compliance processes. It requires strong judgement, discretion, attention to detail, and the confidence to anticipate issues before they become problems.

Key accountabilities

Governance and Board support

- Provide high-quality secretariat and governance support to the Board, Board Chair, Chief Executive and Board committees as required.
- Coordinate Board and committee meeting cycles, including forward agendas, meeting schedules, papers, minutes, decisions, action registers and follow-up.
- Draft and manage Board agendas in liaison with the Chief Executive and Board Chair.
- Support the preparation, coordination and quality assurance of Board papers so they are clear, concise, timely and decision-ready.
- Maintain accurate Board decision, action, interests and compliance registers, and proactively monitor completion of agreed actions.
- Coordinate Board member induction, Board evaluation and committee terms of reference.
- Advise on Board meeting protocols, templates, workflows and practical improvements to strengthen governance effectiveness.
- Advise the Board and Chief Executive on the Board's obligations under Schedule 13 of the Education and Training Act 2020 and the CST-ISB Order, including quorum, delegations and conflicts of interest.

- Maintain the Board Charter, Governance Manual and Board Handbook.
- Maintain the interests register and manage annual director attestations.
- Maintain the Board meeting schedule and a rolling governance work plan.
- Keep Board records audit-ready, including attendance and the status of each item (approved, noted or deferred).
- Administer BoardPro, which includes the Board's document management platform.

Business and governance advice to the Chief Executive

- Prepare options analyses, briefing papers and recommendations for the Chief Executive and Board on governance, compliance and organisational matters.
- Manage the Chief Executive's diary, travel, briefings, correspondence and follow-up actions with sound judgement and an understanding of strategic priorities.
- Attend meetings with the Chief Executive when required, contributing to and documenting discussions, decisions and actions.
- Draft and edit correspondence, briefings, papers and presentations for the Chief Executive when needed.
- Act as an extension of the Chief Executive where appropriate, supporting timely engagement with internal and external stakeholders.

Reporting, planning and assurance

- Lead preparation of the annual report, including the statement of service performance under PBE FRS 48 and the content required by clause 9(2) of the CST-ISB Order.
- Prepare six-monthly progress reports to TEC and track Funding Agreement deliverables and Operational Plan measures.
- Coordinate the annual audit with the auditor and Finance, including evidence requests, and make sure reported information traces to source records.
- Maintain organisational risk, compliance and action registers so key obligations, due dates, controls and decisions are visible and actively managed.
- Support annual planning and the Operational Plan, including forward work programmes and reporting milestones.

Policy and compliance

- Manage the policy register and review cycle across governance, finance, people and information policies.
- Draft and review Board-approved policies and Chief Executive-approved guides in line with the Delegation of Authority Policy.
- Monitor changes to legislation and advise on their effect on CST-ISB policies and practice.

Privacy, information and systems

- Maintain effective document management, SharePoint structures, records management and information access practices.
- Support secure and appropriate handling of confidential information, privacy matters and official information requests.
- Identify and implement practical improvements to administrative, governance and reporting systems.
- Support the responsible use of AI and other digital tools in line with the AI Policy.
- Manage or support continuous improvement projects that enhance the operation of the ISB.

Stakeholder and relationship management

- Support the Chief Executive to maintain strong, timely and professional engagement with Board members, industry stakeholders, agencies and other partners.
- Build effective working relationships with kaimahi across the ISB network and with people in similar governance and executive support roles.
- Provide a responsive, professional and client-focused service to internal and external stakeholders.

Health, safety and wellbeing

- Prepare health, safety and wellbeing reporting to the Board, supporting officers to meet their due diligence duties.

Team contribution

- Contribute to a constructive, inclusive and improvement-focused team culture.
- Support the Manager Strategy, Engagement and Operations during their peak periods, for example engagement events, consultation rounds and reporting deadlines, as agreed with the Chief Executive.
- Work collaboratively with kaimahi and leaders to improve processes, communication and delivery.
- Provide support and guidance to other administrative staff as required.
- Undertake other duties within the scope of the role to support the effective operation of the ISB.

Te Tiriti o Waitangi

Ehara taku toa i te toa takitahi engari he toa takitini.
My strength is not one of a single warrior but that of many.

- Understand Te Tiriti o Waitangi and support capability building across the ISB.
- Demonstrate how your work supports Māori Crown relationships and contributes to equitable outcomes.
- Support practices that help the vocational education and training system deliver for Māori, Pacific peoples and all learners.

Skills, knowledge and experience

Essential

- Significant experience as a Board Secretary, Company Secretary, governance adviser or similar role, ideally in a public sector, Crown entity or statutory body.
- Demonstrated experience supporting a Board, Board Chair, committees or senior governance forums.
- Strong writing, editing, minute-taking and document preparation skills, with the ability to produce clear, accurate and concise material.
- Ability to read, interpret and apply legislation and governing instruments.
- Experience drafting policies, Board papers and briefings.
- Experience preparing accountability reports or supporting an external audit.
- Excellent planning and organisational skills, including the ability to manage competing priorities, deadlines and confidential matters.

- Sound judgement, discretion, diplomacy and confidence working with senior leaders and external stakeholders.
- Experience maintaining action, decision, risk, compliance or reporting registers.
- High level of proficiency with Microsoft Office, Teams, SharePoint and modern collaboration tools.
- A proactive approach to process improvement, problem solving and follow-through.

Desirable

- A relevant qualification or equivalent experience in governance, law, public administration or a related field.
- Experience in vocational education, government, Crown entity, statutory body, not-for-profit or member-based environments.
- Experience with public benefit entity reporting, including statements of service performance.
- Competent and responsible use of AI tools to improve productivity, drafting, analysis, meeting preparation and workflow, while maintaining confidentiality, privacy and good judgement.
- Experience improving knowledge management systems, digital workflows or organisational templates.

Capabilities and attributes

- **Governance-minded:** understands what Boards need to make good decisions and keeps governance processes disciplined and practical.
- **Anticipatory:** identifies what matters, sees risks early and follows through without needing constant direction.
- **Trusted:** handles sensitive matters with discretion, integrity and sound judgement.
- **Frank:** gives clear, independent advice, including when it is unwelcome.
- **Clear communicator**: writes and speaks in plain English and can tailor information for busy decision-makers.
- **Relationship-focused**: builds trust, works constructively with a wide range of people, and represents the Chief Executive and ISB professionally.
- **Improvement-focused**: looks for better ways of working and supports others to use systems well.
- **Adaptable:** comfortable with ambiguity, change and competing priorities in a developing organisation.

Key relationships

Internal	External
Chief Executive	Industry stakeholders
Board Chair and Board members	TEC, NZQA, Ministry of Education and other agencies
Management team	The appointed auditor
Manager Strategy, Engagement and Operations	Education and training partners
Kaimahi across CST-ISB and the other ISB	Iwi, Māori and Pacific partners
Kaimahi in similar roles across other ISBs	External advisers and consultants
Hāpaitia (People and Culture, Finance, Aka Kōrero)	

Role requirements

- Willingness to support the transformation required in the vocational education and training system.
- Commitment to honouring Te Tiriti o Waitangi and supporting Māori Crown relationships.
- Commitment to diversity, inclusion and respectful ways of working.
- Compliance with health, safety and wellbeing policies and obligations.
- Ability to maintain confidentiality and manage sensitive information appropriately.

Foundation documents

- Education and Training Act 2020, including Schedule 13 and the Education and Training (Vocational Education and Training System) Amendment Act 2025.
- Education and Training (Construction and Specialist Trades Industry Skills Board) Order 2025.
- TEC Funding Agreement and CST-ISB Operational Plan.
- Tertiary Education Strategy 2025–2030.
- Public Audit Act 2001 and PBE FRS 48 Service Performance Reporting.
- Privacy Act 2020 and Official Information Act 1982.
- Health and Safety at Work Act 2015.
- Te Tiriti o Waitangi.