

# POSITION DESCRIPTION

## CHIEF EXECUTIVE – NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY (NMIT)

### DETAILS

**Role title:** Chief Executive Institute of Technology and Polytechnic

**Reports to:** Chair, NMIT Council

**Delegations:** Executive delegations granted by the NMIT Council, including full operational, financial, academic, and strategic authority as governed by the Education and Training Act 2020, the Crown Entities Act 2004, and the Employment Relations Act 2000.

### ABOUT INSTITUTES OF TECHNOLOGY AND POLYTECHNICS

Institutes of Technology and Polytechnics (ITPs) are public tertiary education organisations delivering vocational education and training services to learners across New Zealand. ITPs operate under the Education and Training Act 2020, following the disestablishment of Te Pūkenga, as part of structural reform to reinstate regional leadership, strengthen governance, and return decision-making authority closer to communities and industries.

Each ITP is responsible for delivering a full range of vocational education programmes, including certificate, diploma, and degree-level qualifications, as well as work-based learning, professional training, and industry-specific micro-credentials.

ITPs are large, multi-campus organisations with diverse student cohorts and multi-layered staffing structures, encompassing academic, administrative, support, and executive leadership teams. These institutions manage significant physical assets including buildings, specialist training facilities, and technology infrastructure.

### An ITP's statutory responsibilities include:

- Striving to ensure the highest-standards of excellence in its education, training and research, and to maintain NZQA quality assurance.
- Acknowledging the principles of Te Tiriti o Waitangi
- Encouraging the greatest possible participation by the communities served by the institution so as to maximise educational potential of all members of those communities, ensuring equitable access and learner success for all student groups, including vulnerable communities including prior achievement, Māori and Pasifika and disabled learners;
- Ensuring operation in a way that allows the development of meaningful relationships and engagement with communities at a local level, including industries, Māori employers, hapū and iwi, and Pacific communities
- Managing public funding and commercial revenue streams in a financially sustainable and accountable manner;
- Maintaining robust governance, public reporting, and compliance frameworks in line with Crown entity standards;
- Ensuring employment practices and organisational culture align with obligations under the Employment Relations Act 2000 and Te Tiriti o Waitangi.

## **ROLE PURPOSE**

The Chief Executive is accountable for the overall leadership, performance, and stewardship of Nelson Marlborough Institute of Technology (NMIT), guiding the Institute as a newly independent tertiary education entity with a strong regional mandate in Te Taihū o Te Waka-a-Māui.

The role requires a Chief Executive who can lead large-scale organisational transformation while strengthening NMIT's role as a trusted regional leader, including working in partnership with iwi and giving meaningful effect to Te Tiriti o Waitangi through strategy, decision-making, and organisational practice.

The Chief Executive is responsible for ensuring that NMIT's strategic direction, operating model, and performance outcomes are aligned with the aspirations of Ngā Iwi o Te Taihū, alongside the needs of learners, communities, industry, and government across the region. This includes supporting the NMIT Council to meet its Te Tiriti o Waitangi obligations through the provision of strategic advice, organisational leadership, and effective implementation.

The Chief Executive holds overarching accountability for:

- Educational quality and academic integrity;
- Financial sustainability and strategic growth;
- Strong iwi and Māori partnerships, and improved outcomes for Māori learners and communities;
- Organisational capability, culture, and workforce sustainability; and
- Public accountability, transparency, and good governance.

The role requires the ability to operate confidently in complex environments characterised by reform, fiscal constraint, and high community expectation, while maintaining a long-term, intergenerational focus consistent with Te Taihū regional aspirations.

## **ABOUT THE ROLE**

As a newly independent institution emerging from significant sector reform, Nelson Marlborough Institute of Technology (NMIT) is entering a defining phase in its evolution. This is not a business-as-usual leadership role.

NMIT requires a Chief Executive who is prepared to rethink and reshape traditional ITP operating models, and to innovate new approaches to programme design, delivery, partnerships, and organisational rhythm that deliver durable educational quality and long-term financial sustainability, while maintaining excellence in public accountability and academic governance.

The Chief Executive must ensure robust academic governance processes are in place, maintaining programme quality and compliance with NZQA requirements across all delivery sites. This includes managing curriculum development, teaching and learning innovation, assessment, and moderation systems.

Alongside academic responsibilities, the Chief Executive is accountable for financial leadership at a level consistent with large public institutions. This involves overseeing public funding from TEC, managing commercial revenue streams, and maintaining capital asset portfolios, including facilities and infrastructure.

The Chief Executive must lead organisational design, workforce planning, employment relations, and staff wellbeing frameworks, ensuring alignment with the Employment Relations Act 2000 and Crown entity expectations for good employer conduct.

Public accountability is a core focus. The Chief Executive is responsible for transparent reporting to the NMIT Council, TEC, Ministers, and other oversight agencies. This includes regular performance reporting on financial health, student outcomes, equity measures, and stakeholder satisfaction.

NMIT has established strong and enduring partnerships with iwi, Māori, and their economic entities across the Top of the South. The Chief Executive will be expected to uphold, strengthen, and deepen these relationships, ensuring that NMIT's strategy, decision-making, and delivery align with iwi aspirations for learners, whānau, and the wider region.

Community and stakeholder engagement forms a critical part of the role. The role involves direct engagement with industry representatives, regional industries, employers, and community organisations to ensure education delivery meets current and emerging workforce needs.

Accountable to the Council, the Chief Executive is responsible for delivering against strategic priorities, operational requirements, and performance indicators, ensuring all objectives are achieved within approved financial parameters and statutory obligations are upheld. A critical early responsibility will be to develop and lead the organisation's strategic plan, with a focus on:

- Optimising the programme portfolio to create a demand-aligned mix with clear pathways, including strategic partnerships across the region
- Rationalising the campus footprint to improve utilisation and alignment, supported by a clear capital development and asset management plan
- Designing and implementing a robust international strategy to grow revenue and strengthen global connections
- Building community and industry partnerships to grow local student numbers and enhance the NMIT's role as a key regional education partner
- Delivering a digital infrastructure refresh within agreed budgets and operational parameters

## **PERSON SPECIFICATION**

### **Professional Qualifications and Experience:**

This role requires an executive with extensive experience leading large public sector or tertiary education organisations, preferably at Chief Executive or equivalent level.

Candidates must demonstrate a thorough understanding of an education system that honours Te Tiriti o Waitangi, tertiary education delivery particularly with the characteristics of a polytechnic, academic governance, the education and training needs of the local communities and industries in Te Taihū, and public sector financial management frameworks in the New Zealand context. Experience managing multi-campus, multi-site operations with complex staffing structures are essential.

Candidates must also show experience in leading structural or organisational transitions, including managing asset transfers, workforce integration, and system establishment within a Crown entity or equivalent context.

Understanding and experience with New Zealand's public accountability frameworks, including the Education and Training Act 2020, Crown Entities Act 2004, and Employment Relations Act 2000, is required.

### **Leadership Capabilities:**

The Chief Executive must demonstrate capacity to:

- Demonstrate the ability to embed Te Tiriti o Waitangi principles into organisational strategy, decision-making, and delivery, and to support measurable outcomes for Māori learners and communities;
- Operate credibly and respectfully within iwi governance, political, and cultural environments;
- Balance Crown accountability requirements with regional stewardship, working in partnership with iwi alongside industry, community, and government stakeholders;
- Lead complex system transformation, including post-reform stabilisation, capability rebuild, and strategic growth;
- Model values-led leadership that builds trust across iwi, communities, staff, and stakeholders, and supports an inclusive and high-performing organisational culture.

### **Attributes and Approach:**

The Chief Executive must operate with a high level of integrity, public sector discipline, and strategic foresight. A structured, outcome-focused, and evidence-based leadership approach is essential.

They will bring the ability to balance high-level governance engagement with day-to-day organisational management, ensuring that both strategic direction and operational performance consistently meet the highest standards of public service, academic quality, and financial sustainability.

Key attributes and leadership approaches include:

- A high-EQ culture builder who wins hearts and minds, while also making the tough calls required to lead change; with a proven track record of building and sustaining a high-performing senior leadership team.
- An inclusive, values-led and transparent communicator, highly visible both across campuses and within the region's communities and industries.
- A benefits and value realisation leader, able to design and embed a live operating rhythm with dashboards, regular reporting, and clear corrective action processes.
- A data-literate educator and operator who uses programme and utilisation data to optimise portfolios, address root-cause cost drivers, and balance teaching hours, timetabling, and workload mix.
- An international growth executor who can convert pipelines into EFTS, diversify markets, and ensure strong agent management and compliance.
- A disciplined digital change steward, experienced in managing lifecycle refreshes, adoption processes, and operating expenditure controls.
- A trusted community and industry connector who can quickly build relationships, co-design pathways, and position the ITP as a valued regional partner.

- Exceptional financial management capability, with the ability to ensure the organisation's fiscal health while supporting its broader educational and social mission

### **Te Tiriti o Waitangi, Iwi Partnership and Māori Success:**

#### *Te Tiriti o Waitangi and Te Taihū Partnership Leadership*

The Chief Executive will demonstrate a strong commitment to giving practical effect to Te Tiriti o Waitangi across NMIT's governance, strategy, and operations.

This includes leading the Institute in a manner that reflects the principles of partnership, rangatiratanga, equity, reciprocity, and long-term stewardship, in partnership with Ngā Iwi o Te Taihū.

The Chief Executive will:

- Act as a senior institutional representative in enduring, high-trust partnerships with Ngā Iwi o Te Taihū;
- Ensure iwi are engaged early and meaningfully in strategic planning, investment decisions, and major institutional change;
- Support appropriate partnership, advisory, and co-design approaches, reflecting the nature and context of decisions;
- Build organisational capability to engage effectively with iwi, grounded in tikanga, mātauranga Māori, and local Te Taihū context;
- Ensure institutional decision-making recognises historical inequities and supports improved outcomes for Māori learners, whānau, and communities.

#### *Māori Success and Equity Outcomes*

The Chief Executive is responsible for ensuring a sustained organisational focus on improving outcomes for Māori learners and kaimahi, including progression, participation, retention, completion, and post-study pathways.

This includes embedding Māori success as a core organisational priority, ensuring transparent reporting of outcomes to Council and relevant stakeholders, and supporting environments where Māori learners and staff can succeed.

### **ADDITIONAL REQUIREMENTS**

The Chief Executive must operate with integrity, impartiality, and accountability always. A structured, analytical, and outcome-focused approach is required, along with resilience in managing ambiguity and organisational change.

The Chief Executive moves fluently between public sector governance expectations and industry-led decision-making, ensuring both are balanced and reflected in all organisational activities.

The Chief Executive is required to undertake national travel and work outside regular office hours as necessary to meet the demands of the role and maintain stakeholder engagement.

- Must meet all legal eligibility requirements under the Crown Entities Act 2004 and Education and Training Act 2020.
- Subject to Police vetting and full declaration of any potential or actual conflicts of interest.
- Required to undertake regular national and regional travel, including attendance at all NMIT campus sites.

- Required to primarily reside in Te Taihū.