

EASTERN INSTITUTE OF TECHNOLOGY (EIT)

POSITION DESCRIPTION - CHIEF EXECUTIVE (DESIGNATE)

DETAILS

Position title: Chief Executive (Designate), Eastern Institute of Technology

Reports to: Chair, EIT Establishment Advisory Group (until formal EIT Council is confirmed)

Delegations: Executive delegations granted by the EIT 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, professional and applied education programmes, including certificate, diploma, degree-level and post-graduate 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:

- Delivering high-quality academic programmes and maintaining NZQA quality assurance.
- Ensuring equitable access and learner success for all student groups, including vulnerable communities including prior achievement, Māori and Pasifika and disabled learners;
- 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

To ensure that Eastern Institute of Technology returns to and continues to be a successful and highly regarded Institute of Technology providing high quality, relevant and accessible tertiary education contributing to the well-being of diverse communities.

The Chief Executive (Designate) is accountable for the full leadership and management of EIT, ensuring all operational, financial, academic, and public accountability functions are delivered effectively and sustainably from 1 January 2026.

The Chief Executive holds overarching responsibility, for establishing EIT as a new independent ITP and ensuring that it meets all statutory requirements and community expectations. This includes ensuring the continued smooth transfer of staff, students, assets, systems, and governance processes while safeguarding education delivery and student wellbeing.

The role requires large-scale organisational leadership: setting strategic direction, overseeing academic governance, managing financial resources, leading multi-layered leadership teams across EIT's multi campus context within New Zealand, and internationally, drive successful international education strategies and initiatives and build robust stakeholder relationships across our regions, internationally, industry, government, iwi/Māori partners, and the community. The Chief Executive will work collaboratively across the ITP and across the wider educational and training sector.

ABOUT THE ROLE

The Chief Executive (Designate) carries full responsibility for establishing and leading EIT as an independent statutory organisation.

Accountability: The Chief Executive is fully accountable to the EIT Council for the overall performance of the organisation, delivering against strategic priorities, operational requirements, and key performance indicators as formally set and reviewed by the Board. This includes ensuring that organisational objectives are met within approved financial parameters and that all statutory obligations are consistently upheld.

Academic governance: The Chief Executive must ensure robust academic governance processes are in place across EIT's wide ranging academic portfolio, which ranges from certificate to post-graduate level applied, vocational and professional qualifications, maintaining programme quality and compliance with NZQA requirements across all delivery sites. This includes managing curriculum development, teaching and learning innovation, assessment, moderation and applied research support systems.

Financial Leadership: 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 ensure that EIT operates as a financially sustainable, academically credible, and socially responsive public institution. This includes managing risk and maintaining compliance with all legislative frameworks and statutory obligations.

Organisational Culture and Wellbeing: The Chief Executive must lead organisational culture and design, workforce planning, employment relations, staff wellbeing frameworks, and people development across a broad and diverse workforce. The Chief Executive must ensure alignment with the Employment Relations Act 2000 and Crown entity expectations for good employer conduct.

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

Community and stakeholder engagement: The Chief Executive is responsible to the EIT Council for upholding Te Tiriti o Waitangi obligations, and providing free, frank, and timely advice that enables effective governance decision-making. The role involves direct engagement Industry representatives, regional industries, employers, and community organisations to ensure education delivery meets current and emerging workforce needs. The Chief Executive must ensure effective and active relationships with iwi, hapu and Maori within Hawke's Bay and Tairāwhiti in order to effectively position EIT in supporting Maori educational aspirations.

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 tertiary education delivery, academic governance, 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 (Designate) must demonstrate capacity to:

- Lead large-scale organisational strategy while ensuring operational detail and performance are maintained.
- Provide clear advice and support to the EIT Council;
- Manage substantial financial resources, including public funding, revenue generation, and capital asset portfolios;
- Lead complex people structures, managing multiple leadership layers and workforce planning needs;
- Oversee academic programme delivery and compliance at scale;
- Engage effectively with diverse stakeholders, including Māori and iwi partners, regional industries, central government agencies, and community organisations.

Attributes and Approach:

The Chief Executive (Designate) 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.

This role requires a leader who is equally comfortable with high-level governance engagement and day-to-day organisational management, ensuring that both strategic direction and operational performance meet the highest standards of public service, academic quality, and financial sustainability.

ADDITIONAL REQUIREMENTS

The Chief Executive (Designate) must

- operate with integrity, impartiality, and accountability at all times.
- demonstrate a structured, analytical, and outcome-focused approach, along with resilience in managing ambiguity and organisational change.
- be able to move fluently between public sector governance expectations and industry-led decision-making, ensuring both are balanced and reflected in all organisational activities.
- be prepared to undertake regional and national travel and work, including attendance at all EIT campus sites, outside regular office hours as necessary to meet the demands of the role and maintain stakeholder engagement.
- meet all legal eligibility requirements under the Crown Entities Act 2004 and Education and Training Act 2020.
- Be subject to Police vetting and full declaration of any potential or actual conflicts of interest.

PERSONAL QUALITIES

The Chief Executive would ideally be a person who:

- Thrives on challenge and change, and is capable of operating effectively in a constantly changing operating environment.
- Has a well developed sense of self confidence, that will enable them to be a strong leader for EIT.
- Has a passion for providing quality tertiary education.
- Respects, treating people with fairness, and dignity in all dealings.
- Has a strong sense of professional integrity, displaying a sense of ethics in all business dealings.