# Expressions of interest

## Southern GWN Steering Committee: multiple opportunities

We are now welcoming expressions of interest for the following opportunities within the Southern Government Women’s Network: Te aka Wāhine o te Waipounamu (SGWN):

* Committee Members

These positions all have a term of two years starting in October 2023 (or earlier).

### About SGWN

#### SGWN launched in 31 May 2018 in Christchurch and is a cross-agency regional network that is not tied to a specific organisation or agency. The network is open to all interested women and supporters, from any local, regional, or central government agency in the South Island. SGWN currently has over 500 members. Women who join SGWN may also be a member of their own agency’s women’s network.

#### SGWN, through the efforts of the SGWN Committee (a core group of approximately 15 members), supports women in public sector to achieve their potential. It helps to create connections and share information, resources, learnings, and events between people and agencies in the South Island.

#### We would welcome your interest if you:

* Are passionate about gender issues and want to support women to achieve their potential
* Looking for an opportunity to influence and be the voice of women network members
* Are committed to championing and promoting the work of SGWN and women’s networks
* Are a relationship builder who can create connections across agencies and employee-led networks
* Have ideas on how we can innovate to support women to succeed and want to contribute to make it happen
* Have interests in the bigger picture for women in the public sector workforce, the wider workforce and operating context.

For more detailed information about the opportunities and the candidate requirements, please refer to the attached position descriptions.

Expressions of interest close on the 30 June 2023. Please send your completed Expression of Interest form to enquiries@gwn.govt.nz.

# Government Women's Network: Committee Member

Role description

### Purpose of the role

Committee members provide strategic direction and identify goals for Southern GWN to enable government women to achieve their potential. Members work with other committee members to ensure SGWN delivers on its priorities and vision. The SGWN Committee helps deliver the SGWN work programme including events, promotion of SGWN activities, and provides guidance and support for agency networks.

Committee members serve for a two-year term. The new term begins in October 2023 (or earlier).

### Responsibilities of Committee Members

The committee member, working with the rest of the Committee, will:

* Celebrate success of women
* Support emerging networks across agencies
* Be a champion for Southern GWN, and promote their activities and achievements
* Connect with emerging government employee-led diversity networks.

### Candidate requirements

Candidates for the Committee should have:

* Commitment and passion for supporting women to achieve their potential and have ideas on how these matters can be positively progressed
* Strong teamwork and collaboration skills
* Innovative thinking on how to create big impact with limited resources
* Any other skill that you’d like to contribute that is not listed here

### Other considerations for candidates

* Applicants from diverse backgrounds are encouraged to apply (e.g. non-binary gender identity, ethnicity, disability, age, LGBTQI+ communities, religion, etc.)
* Applications from across the South Island are welcomed
* Prior experience working with steering committees/working groups is an advantage.

### You’ll also need:

* The support of your manager to undertake the role (this could be part of your professional development)
* The time to attend SGWN Committee meetings, participate in initiatives/projects/events and add value to the future vision and work programme of SGWN (estimated at a day a month).

# Expression of Interest (EOI) – Q&A

Is the membership restricted to women?

The EOI process is open to anyone who believes they meet the candidate requirements.

Will being outside of Christchurch enable me to apply?

Yes, the EOI process is open to anyone in the South Island who believes they meet the candidate requirements.

What is the process once I submit my EOI?

There will be a shortlisting process to identify those candidates whose EOI response best meets the candidate requirements. There will be a face-to-face or virtual meeting with those shortlisted. The process will also be about getting to know you, your skills and experience to ensure the Committee is diverse and represents those they serve.

Who will conduct the face-to-face meetings

A small panel from existing Committee members will be set up to do this.

Can the face to face meetings be done via Zoom or Microsoft Teams?

Our preference is to meet with you in person where possible, but we can also meet via Microsoft Teams, especially if you are outside of Christchurch.

Will referee checks be required?

Referee checks may be required.

Do you have to be a senior manager to apply?

No. We are looking for a diverse committee and anyone who believes they meet some or all the candidate requirements is encouraged to apply.

Can you apply even if you don’t have all the skills outlined in the role description?

Yes, we encourage people to apply if they are interested in the role and have some of the skills and experience and have others to contribute that is not listed in the role description.

Will there be an induction?

New members will be welcomed via the Committee meeting. New members will have support from existing or previous Committee members who can bring them up to speed on SGWN’s activities and priorities.

Who will fund travel for members to attend meetings?

It is expected that travel costs will be met by the agency that the member is employed. This would be part of the support provided by Committee members’ agencies for their involvement in the Committee and we encourage successful applicants to include this work their professional development. But travel should not be a barrier to you applying for these roles as most meetings can be attended virtually.

How often are committee meetings held?

The Committee currently meets 10 times a year on the second Thursday of each month from 12-1 pm.

# SGWN Committee EOI response form

|  |  |
| --- | --- |
| Name: |  |
| Current position: |  |
| Agency: |  |
| City: |  |
| Manager's support and approval to proceed Yes, I confirm I have discussed this opportunity with my manager and have their support and approval to proceed and can spend 6-12 hours per month on GWN activities.  |

### Please complete the following questions:

|  |
| --- |
| Why are you passionate about Southern Government Women’s Network?  |
| What skills and expertise do you bring to the Committee?  |
| In your view, what 2-3 things could you offer to support the committee to deliver on its strategy? |

Face-to-face/virtual meetings will be held with shortlisted candidates in September.

Please confirm that you would be available during this period. Yes No

|  |  |
| --- | --- |
| *Signed:* | *Date:* |