# Expression of Interest Members and Chair of the Government Women's Network (GWN) Steering Group Committee

We welcome your Expression of Interest to become a member of the GWN Steering Group committee.

The Government Women’s Network (or GWN) recently celebrated its 8th anniversary. GWN can help public sector women to achieve their potential. We are positioned to be an agent for change and a collective voice. We partner with others to offer insights, skills and best practice. We have two regional networks in Auckland and the South Island that have a focus and formal presence on empowering women working in the public sector in these regions. GWN also works with and supports a host of women’s networks across public sector agencies.

GWN most recently celebrated the release of our [Annual Report 2023](https://gwn.govt.nz/assets/Resources/GWN-documents/GWN-Annual-Report-2022.pdf), which provided a platform to reflect on how we are delivering against our five year [Strategy 2020-2025](https://gwn.govt.nz/assets/Resources/GWN-documents/GWN-2020-2025-Strategy.pdf) . The strategic priorities build on our progress and address the challenges that remain, such as advancing women’s careers, celebrating the achievements of women including wāhine Māori and supporting other employee networks.

We are seeking to recruit new members to our Steering Committee, and we are looking for diversity within the Committee membership, as well as geographical representation. This is a fantastic opportunity for new members to contribute their ideas and add value across the public sector. You also get to be a part of a positive, fun, and caring committee who work collectively on initiatives and support one-another to reach our individual and collective goals

This is a great opportunity, and you are encouraged to apply if you are:

* Passionate about gender issues and want to support women to achieve their potential
* Can contribute your strategic thinking but also has practical skills to deliver the work programme eg events, communications and network support
* Good communication skills and build on our communications strategy and approach
* Innovative and want to try new things to help GWN thrive and women succeed
* Looking for an opportunity to influence and be the voice of women network members
* A relationship builder who can create connections across agencies and employee-led networks
* Interested in intersectional issues that impact women that are part of different networks
* Participating and supporting Tui-Raumata – the collective Employee-Led networks across the public service.

Of note, the next Steering Committee for GWN will be looking to refresh our current strategy, so if this is something that you would like to be a part of helping shape, we would love to hear from you.

The term is for two years starting October 2023.

If this interests you, and you believe you have the skills and experience needed, we would welcome your Expression of Interest. Refer to the documents attached for more information:

* The GWN Committee role description for members
* The Expression of Interest Form to complete

We welcome your Expression of Interest to become a member or chair of the new GWN Steering committee.

Expressions of Interest close on 1 August 2023.

Please send your completed Expression of Interest form to the [ELN Programme Office](mailto:eln_enquiries@employeenetworks.govt.nz?subject=EOI%20GWN%202023)

**Questions and Answers**

Any questions you might have can also be sent to [ELN Programme Office](mailto:eln_enquiries@employeenetworks.govt.nz?subject=EOI%20GWN%202023)

# Government Women's Network (GWN)

# Committee Member

## Role Description

### Purpose of the Role

To apply a strategic view on the direction and goals for GWN to enable government women to achieve their potential and to work with other committee members to ensure GWN is performing to expectations. To work on delivering the GWN work programme, this includes events, promotion, network support eg mentoring networks that are just setting up, collaborating on cross-agency activities.

This is a two-year term from October 2023

### Responsibilities of Committee Members

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

* Ensure the strategic direction for GWN remains relevant to members
* Co-design and co-deliver the GWN work programme
* Celebrate success of women including wahine Maori
* Support emerging networks
* Be a champion for GWN and government women's networks, including the Auckland GWN and Southern GWN, and promote their activites and achivements
* Have regard to GWN's role in supporting other emerging government employee-led diversity networks.
* Commitment to attend GWN Steering Committee meetings and to pre-read, participate in discussions/meetings and some initiatives/projects/events and add value to the future vision and direction of GWN (estimated at around minimum 6-12 hours per month).
* Identify and manage risks (as needed)
* Set and approve operational policies (as needed)

### Candidate Requirements

Candidates for the Committee should together have a mix of:

* Interests in contributing to the dialogue and improved diversity and inclusion in particular women/gender issues/equality/supporting women to achieve their potential and have ideas on how these matters can be positively progressed
* Interests in the bigger picture for Government women in the public sector workforce the wider workforce and operating context
* Interests in opportunities to working with other emerging government employee-led diversity networks
* Good connections in the public sector, with women's and diversity networks, women in professional networks, and where relevant, able to identify strategic opportunities for collaboration and possibly sponsorship
* Excellent relationship management skills
* Strong teamwork and collaboration skills
* Excellent communication skills
* Innovative thinking on how to create big impact with limited resources
* Knowledge of operational procedures e.g. financial management to ensure robust accountability for funding and deliverables
* An ability to assess risks and identify relevant mitigations, where required
* Any other skill that you’d like to contribute that is not listed here

### Other considerations for candidates

* Work experience, skills, and qualifications
* Dimensions of diversity e.g. gender, ethnicity, disability, age, sexual orientation, religion etc.
* Geographic location
* Prior experience working with steering committees/working groups is an advantage

### Mandatory requirement

* Must have the support of their manager to undertake the role as part of their professional development.
* The time to attend GWN Committee meetings and to pre-read, participate in discussions/meetings and deliver on initiatives/projects/events and add value to the future vision and direction of GWN (estimated at a minimum 6-12 hours per month)

# Government Women's Network (GWN)

# Chair

## Role Description

### Purpose of the Role

To lead, promote and be the champion for GWN. To facilitate the Steering Committee to ensure GWN is performing to expectations. To lead on delivering the GWN work programme, represent GWN at relevant forums, and ensure that GWN adheres to the Constitution.

This is a two-year term from October 2023.

*Responsibilities of Chair*

* Provide leadership to the Steering Committee
* leading Steering Committee meetings;
* ensuring the work of the Steering Committee proceeds efficiently and effectively
* ensuring all members of the Steering Committee are treated fairly and equitably
* facilitating discussion and the sharing of ideas between members of the Steering Committee
* managing actual or perceived conflict of interest that arise in relation to the Steering Committee
* facilitate resolution of any differing views amongst Steering Committee members
* be part of the Advisory/Governance groups for Employee led networks.
* Have oversight of the Network’s budget and up to date knowledge of the financial situation.
* To provide support and supervision to the Programme Director

### Candidate Requirements (Should this say in addition to meeting the requirements for the SC member)

Candidates for the Chair, should have:

* Excellent communication and facilitation skills
* Strong teamwork and collaboration skills
* Good connections in the public sector, with women's and diversity networks, women in professional networks, and where relevant, able to identify strategic opportunities for collaboration and possibly sponsorship
* Excellent relationship management skills
* Interests in contributing to the dialogue and improved diversity and inclusion in particular women/gender issues/equality/supporting women to achieve their potential and have ideas on how these matters can be positively progressed
* Interests in the bigger picture for Government women in the public sector workforce the wider workforce and operating context
* Knowledge of operational procedures e.g. financial management to ensure robust accountability for funding and deliverables

### Other considerations for candidates

* Work experience, skills, and qualifications
* Dimensions of diversity e.g. gender, ethnicity, disability, age, sexual orientation, religion etc.
* Geographic location
* Prior experience working with steering committees/working groups is an advantage

### Mandatory requirement

* Must have the support of their manager to undertake the role as part of their professional development.
* The time to attend GWN Committee meetings and to pre-read, participate in discussions/meetings and deliver on initiatives/projects/events and add value to the future vision and direction of GWN (estimated at a minimum 6-12 hours per month)

# Government Women's Network (GWN)

# Deputy Chair

## Role Description

### Purpose of the Role

To assist the Chair to lead, promote and be the champion for GWN. To co facilitate the Steering Committee to ensure GWN is performing to expectations. To lead on delivering the GWN work programme, represent GWN at relevant forums, and ensure that GWN adheres to the Constitution.

This is a two-year term from October 2023.

*Responsibilities of Deputy Chair*

* Act as Chair in the absence of the Chair Provide leadership to the Steering Committee
* Act as the sounding board for the Chair
* Assuming responsibility of any other tasks that may be delegated by the Chair
* be part of the Advisory/Governance groups for Employee led networks.

### Candidate Requirements (Should this say in addition to meeting the requirements for the SC member)

Candidates for the Deputy Chair, should have:

* Excellent communication and facilitation skills
* Strong teamwork and collaboration skills
* Good connections in the public sector, with women's and diversity networks, women in professional networks, and where relevant, able to identify strategic opportunities for collaboration and possibly sponsorship
* Excellent relationship management skills
* Interests in contributing to the dialogue and improved diversity and inclusion in particular women/gender issues/equality/supporting women to achieve their potential and have ideas on how these matters can be positively progressed
* Interests in the bigger picture for Government women in the public sector workforce the wider workforce and operating context
* Knowledge of operational procedures e.g. financial management to ensure robust accountability for funding and deliverables

### Other considerations for candidates

* Work experience, skills, and qualifications
* Dimensions of diversity e.g. gender, ethnicity, disability, age, sexual orientation, religion etc.
* Geographic location
* Prior experience working with steering committees/working groups is an advantage

### Mandatory requirement

* Must have the support of their manager to undertake the role as part of their professional development.
* The time to attend GWN Committee meetings and to pre-read, participate in discussions/meetings and deliver on initiatives/projects/events and add value to the future vision and direction of GWN (estimated at a minimum 6-12 hours per month)

# Expression of Interest (EOI) - Questions & Answers

1. **How many members are being recruited?**

We are looking to fill eight vacancies on the Steering Committee. It is envisaged that the total number of members will remain at twelve.

1. **Is the membership restricted to women?**

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

1. **Will being outside of Wellington enable me to apply?**

Yes, the EOI process is open to anyone who believes they meet the candidate requirements. As there are GWN regional networks in Auckland (AGWN) and Christchurch (SGWN) submissions from the regions are encouraged.

1. **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 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.

1. **Who will conduct the face-to-face meetings**

A panel of existing Steering Committee members will be set up to do this.

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

We will look to conduct the meetings via Microsoft Teams.

1. **Will referee checks be required?**

Referee checks may be required.

1. **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 of the candidate requirements is encouraged to apply.

1. **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.

1. **Will there be an induction?**

We envisage new members will be welcomed via the Committee meeting. Each new member will be buddied with an existing Committee member who can bring them up to speed on GWNs activities and priorities.

1. **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, from the agency, for the person's involvement and their professional development.

1. **How often are committee meetings held?**

The Steering Committee currently meet once a month, with approximately four face-to-face meetings a year.

1. **What if I have more questions?**

Please email any questions to [ELN](mailto:enquiries@GWN.govt.nz?subject=EOI:%20%20Steering%20Committee%20Questions) Programme Office.

# Expression of Interest — Response Form Government Women's Network Steering Committee

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| --- | --- |
| 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 the Government Women’s Network? |
| What skills and expertise do you bring to the committee? |
| What experience do you have with networks, diversity and inclusion? |
| In your view, what 2-3 things could the committee do to deliver on its strategy? |

Virtual meetings will be held with shortlisted candidates in August/September. Please confirm that you would be available during this period. Yes No

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