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

We invite Expression of Interest to join the GWN Steering committee. This is a unique opportunity to contribute to a maturing national connector network that uplifts wāhine and women networks across the public sector.

GWN recently celebrated its 10th anniversary held at Parliament, recognising what we have collectively achieved over the years. GWN’s purpose is to be an enabler for 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 3 regional networks in Auckland Wellington 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 is entering a new strategic phase, guide by our 2025-2030 Strategy, which focuses on visibility, transitions, insight, and empowerment. We are looking for passionate, strategic, and collaborative individuals who can help us deliver on these outcomes and amplify the lived experiences of women in Aotearoa

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
* A Strategic thinker but also has practical skills to deliver the work programme e.g. events, communications and network support
* A good communicator to 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
* Are interested in supporting other employee-led networks across the public sector.

The term is for two years starting December 2025.

If this interests you, and you believe you have the skills and experience needed, we will welcome your Expression of Interest.

We are recruiting both a new Chair, Co-Chair, and members of the GWN Steering Committee.

Refer to the documents attached for more information:

* The GWN Steering Committee role description for members
* The GWN Steering Committee role description for the Chair and Co-Chair
* The Expression of Interest Form to complete

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

Expressions of Interest close on **26 September 2025**.

Please send your completed Expression of Interest form to the [DEI@publicservice.govt.nz](mailto:DEI@publicservice.govt.nz)

**Questions and Answers**

Any questions you might have can also be sent to [DEI@publicservice.govt.nz](mailto:DEI@publicservice.govt.nz)

# 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 e.g. mentoring networks that are just setting up, collaborating on cross-agency activities.

This is a two-year term from December 2025

### 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 wāhine Māori
* Support emerging networks
* Be a champion for GWN and government women's networks, including the Auckland GWN, Wellington Regional GWN and Southern GWN, and promote their activities and achievements
* 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 in 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 Steering 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 3-8 hours per month)

# Government Women's Network (GWN)

# Chair and Co-Chair

## Role Description

### Purpose of the Role

To lead, promote and be the champions 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 December 2025

*Responsibilities of Chair and Co-Chair are to:*

* Provide leadership to the Steering Committee
* Lead Steering Committee meetings
* Ensure the work of the Steering Committee proceeds efficiently and effectively
* Manage key stakeholder relationships with the GWN Co-sponsors, the DEI Team Te Kawa Mataaho (The Public Service Commission) and the Gender Pou Leads
* Ensure all members of the Steering Committee are treated fairly and equitably
* Facilitate discussion and the sharing of ideas between members of the Steering Committee
* Manage actual or perceived conflicts of interest that arise in relation to the Steering Committee and maintain political neutrality
* Facilitate resolution of any differing views amongst Steering Committee members
* Represent GWN on Tui Raumata (the cross-agency employee-led network group)
* Maintain oversight and good fiscal management of the Network’s budget allocations

### Candidate Requirements (In addition to meeting the requirements for the SC member)

Candidates for the Chair and Co-Chair roles should:

* 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 8-12 hours per month)

# Expression of Interest (EOI) - Questions & Answers

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

We are looking to fill 5 vacancies on the Steering Committee. It is envisaged that the total number of members will remain at 16.

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 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 [DEI@publicservice.govt.nz](mailto:DEI@publicservice.govt.nz)

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

|  |  |
| --- | --- |
| 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 3-12 hours per month on GWN activities. | |

### Please complete the following questions:

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| --- |
| 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 the 2nd week of October. Please confirm that you would be available during this period. Yes No

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