



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

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

GWN recently celebrated its 5-year anniversary with the launch of GWN's Strategy 2020-2025, which clearly sets out six priorities and areas of focus. These priorities build on our progress and address the challenges that remain, such as closing the gender pay gap, celebrating the achievements of women including wāhine Māori and supporting other employee networks.

We are seeking to recruit four new members to the steering group. As part of the recruitment and selection process, we will be looking to enhance diversity within the Steering Committee membership, as well as geographical representation. This is a fantastic chance for new members to contribute their ideas and add value across the public sector.

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

- Passionate about increasing diversity and inclusion in the public sector, including issues related to women, gender, equality and want to support women to achieve their potential
- Committed to championing and promoting the work of GWN and women's networks and;
- Looking for an opportunity to contribute your thinking to the future of the GWN and its work programme.

The term is for two years commencing in **August 2020**.

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

- The Steering Committee role description for members
- The Expression of Interest Form to complete
- Questions & Answers

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

Expressions of Interest close on **July 12, 2020 at 5 pm**.

Please send your completed Expression of Interest form to the [GWN Programme Office](#).

Questions and Answers

Any questions you might have can also be sent to [GWN Programme Office](#).

New questions and answers received will be added to the existing Questions and Answers document. They will be anonymous – no identifiers will be included. Updates to the Questions and Answers document will be available on the GWN website so the information is available to everyone.



Government Women's Network (GWN)

Steering 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.

This is a two-year term from 12 August 2020

Responsibilities of Steering Committee Members

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

- Set the strategic direction for GWN
- Provide input on the GWN work programme
- Set and approve operational policies
- Monitor progress against the work programme, achievements and ensure required reporting is provided to relevant parties
- Oversee the GWN budget
- Identify and manage risks
- Be a champion for GWN and government women's networks, including the Auckland GWN and Southern GWN
- Secure resources for GWN, where required
- 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).



Candidate Requirements

Candidates for the Steering Committee should together have a mix of:

- Interests in contributing to the dialogue and improved diversity and inclusion in Government; women/gender issues/equality/supporting women to achieve their potential and have ideas on how these matters can be positively progressed in the Government sector
- Interests in the bigger picture for Government women in the public sector workforce the wider workforce and operating context (e.g. system changes sought via the D841 Workstream and political expectations)
- Interests in other emerging government employee-led diversity networks
- The time to attend GWN Steering Group 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)
- 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
- 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
- Confidence with public speaking and promoting the work of GWN and women's networks.

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 would be an advantage.

Mandatory requirement

- Must have the support of their manager to undertake the role as part of their professional development.



Expression of Interest (EOI) – Questions & Answers

1. How many members are being recruited?

We are looking to fill four vacancies on the Steering Committee. The Steering Committee will be looking to enhance diversity as well as geographical representation of its members. It is using the EOI process to achieve this and the total number of members will remain at eleven.

2. Is the membership restricted to women?

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

3. 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.

4. 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.

5. Who will conduct the face-to-face meetings?

A small panel from existing Steering Committee members will be set up to do this. The panel will include Ruth Shinoda, Chair of the Steering Committee, plus a current committee member.

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

Our preference is to meet with you in person however we can also meet via Zoom or Microsoft Teams.

7. Will referee checks be required?

Referee checks may be required.

8. Do you have to be a senior manager to apply?

We are looking for a diverse committee and anyone who believes they meet some or all of the candidate requirements is encouraged to apply.

9. 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 or all the skills and experience.



10. Will there be an induction?

We envisage new members will be welcomed via the Steering 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.

11. 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 by. This would be part of the support, from the agency, for the person's involvement and their professional development.

12. How often are committee meetings held?

The Steering Committee currently meet on a monthly basis and recently this has been virtually using Zoom

13. Can I serve on the Steering Committee if I don't work in the public sector?

Members of the Steering Committee must be employed within New Zealand's public sector. If you are chosen to be a member of the Committee and your role changes to sit outside public sector, you will be required to step down from the Committee.

14. What if I have more questions?

Please email any questions to [GWN Programme Office](#). Questions and answers that apply to all potential EOI applicants will be collated and this document will be updated regularly and republished on the website. All questions and answers published will be anonymous with no unique identifiers.

