# Expressions of interest

## GWN Steering Committee: multiple opportunities

We are now welcoming expressions of interest for the following opportunities within the Government Women’s Network (GWN):

* Chair
* Deputy Chair
* Committee Members x 9.

These positions all have a term of two years starting in September 2021.

### About GWN

GWN started in 2015. We are a **professional employee-led network** working to create a step change that will enable all women in the public sector to achieve their potential.

Our vision is that New Zealand’s public service values all women and champions and empowers them to realise their full potential. You can read more about our goals and how we plan to achieve them in our [Strategy 2020-2025](https://gwn.govt.nz/assets/Resources/GWN-documents/GWN-2020-2025-Strategy.pdf)

Being part of the Steering Committee provides an opportunity to make a real difference for women in the public sector, to build new connections and networks and develop new skills. We have Steering Committee members from across New Zealand.

#### 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 GWN 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 26th of July 2021. Please send your completed Expression of Interest form to the [GWN programme office](mailto:enquiries@gwn.govt.nz?subject=Steering%20Committe)

## Questions and Answers

Please send any questions you have to [GWN’s programme office](mailto:enquiries@gwn.govt.nz?subject=EOI:%20Steering%20Committee%20Question).

# 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 your first meeting in September 2021.

### 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 knowledge of the financial situation.
* connect and provide support to the Employee Led Networks Programme Director.

### Candidate requirements:

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 be able to identify strategic opportunities for collaboration
* 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

* 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.

### 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 GWN Committee meetings, participate in initiatives/projects/events and add value to the future vision and work programme of GWN (estimated at a day a 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 co-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 your first meeting in September 2021

### 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

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

* 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.

### 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 GWN Committee meetings, participate in initiatives/projects/events and add value to the future vision and work programme of GWN (estimated at a day a month).

# Government Women's Network: 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 delivers on this vision. To help deliver the GWN work programme, this includes events, promotion, and supporting agency networks.

This is a two-year term from your first meeting in September 2021.

### Responsibilities of Committee Members

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

* Set the strategic direction for GWN and ensure it remains relevant to members
* Co-design and co-deliver the GWN work programme
* Celebrate success of women
* Support emerging networks across agencies
* Be a champion for GWN and government women's networks, including the Auckland GWN and Southern GWN, and promote their activities and achievements
* Connect with emerging government employee-led diversity networks.
* Identify and manage risks/

### 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
* Excellent relationship management skills
* Strong teamwork and collaboration skills
* Excellent communication skills
* Innovative thinking on how to create big impact with limited resources
* 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

* 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/

### 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 GWN Committee meetings, participate in initiatives/projects/events and add value to the future vision and work programme of GWN (estimated at a day a month).

# Expression of Interest (EOI) – Questions & Answers

1. How many members are being recruited?

We are looking to fill nine vacancies on the Steering Committee. They will join existing Steering Committee members.

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 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.

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

A small panel from 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?

Our preference is to meet with you in person where possible, but we can also meet via Zoom or Microsoft Teams especially if you are regionally based.

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?

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 GWNs activities and priorities. As a chair or deputy chair you will also get a handover from current chair.

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. But this should not be a barrier to you applying for these roles.

1. How often are committee meetings held?

The Steering Committee currently meets 10 times a year.

1. What if I have more questions?

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

# 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 6-12 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 lead the committee? |
| In your view, what 2-3 things could you support the committee with to deliver on its strategy? |

Face-to-face/Virtual meetings will be held with shortlisted candidates August.

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

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