

Regional Skills Leadership Groups

CHANGE DOCUMENT

January 2024

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Introduction

Kia ora koutou,

Thank you for your patience while we have been establishing clarity on the Government's priorities as they relate to the work of the Regional Skills Leadership Groups (RSLG) function in MBIE.

As you are aware, the coalition partners stated during the pre-election period they intended to disestablish the RSLGs. This was also signalled in the coalition agreements. Since 27 November, we have been engaging closely with our Minister to understand her priorities, and the potential implications for the RSLG Boards and our MBIE people.

We know this has been a difficult time for everyone and you want certainty about what this means for the RSLG secretariat team and your work.

Cabinet met on 23 January 2024 and has now formally agreed to disestablish all RSLGs, including all existing capability and functions, and supporting secretariat roles in MBIE, as per their coalition agreements. Future years' RSLG funding will be returned to the Crown.

We now need to follow MBIE's change processes, as outlined in your employment agreements. However, this change process will be different in nature to those you will have seen undertaken across MBIE previously because the decision to disestablish the RSLGs has already been made by Government. We are now consulting with you on **how** to proceed with the changes.

We want to be clear you are our top priority. We are committed to supporting you through this process by keeping you informed, answering your questions, and considering your feedback on the proposed approach.

You can be proud of what RSLG has achieved, the extensive relationships established and strengthened, the knowledge of sectors and communities and positioning of their needs, engagement across MBIE and other agencies in the development of Workforce Plans and influencing Tertiary Education

regional needs, investment decisions and provider offerings. Thank you for your contribution.

We are here to support you. Please reach out to your people leader or you can find a range of support options on page 16 of this document.

Thank you in advance for your feedback and for your ongoing professionalism through this time of change. We look forward to hearing your thoughts and feedback on the proposed approach.

Ngā mihi



Robert Pigou
Deputy Secretary,
Head of Kānoa



Kay Read
General Manager
Regions



Karl Woodhead
(Acting) General
Manager Strategy,
Planning and
Performance

Kānoa – Regional Economic Development & Investment Unit

January 2024

What is in this document?

This document outlines the proposed approach to implement the Government's decision to disestablish the Regional Skills Leadership Group function in MBIE.

Scope of this change document

This change focuses on those specific roles undertaking functions in the Regions and the Strategy, Planning and Performance branches currently dedicated to delivery of the RSLG work.

This consultation process is not about whether the dedicated RSLG functions and work would cease, but rather **how** we are proposing to implement these decisions, and the potential impacts for employees.

Understanding the change

You can review the changes by reading through this document and reviewing the current Regions branch and Strategy, Planning and Performance branch organisational charts and the tables of changes to individual positions.

In addition, all employees who are affected by the change will receive a letter to confirm the specific detail for their substantive position.

Proposed change process

Find out more about MBIE's proposed change process from page 18. This determines how we classify the impact to our people, based on the impacts to their positions.

As part of this consultation, you are also invited to provide feedback on the proposed change process including the reassignment and redeployment processes as well as having the opportunity to provide your feedback on what other support we could reasonably provide you at this time.

Let us know

The information in this document reflects the organisational structure as recorded in MBIE systems on 23 January 2024. If you notice any

inconsistencies in the organisational structure chart, please email rslgqa@mbie.govt.nz.

Providing feedback and indicative timeframes

We want to hear your feedback on this proposal as it affects our people. While the decision to disestablish the Regional Skills Leadership Group function in MBIE has been made by Cabinet, we specifically want your feedback on our proposal to give effect to this decision.

Further information on how you can provide your feedback and the indicative timeline is available on page 5.

Supporting our people through change

People will have a wide variety of feelings in relation to the proposed changes. Please remember to be respectful of each other's opinions and privacy. If you have further questions regarding this change proposal or your personal situation, have a conversation with your people leader. Further information on the support available is available on page 16.

Providing feedback and indicative timeframes

Your feedback is important and will be carefully considered.

While this change process will be different in nature to those you will have seen undertaken across MBIE previously, we still want to hear from you.

Specifically, we welcome your feedback on:

- our proposed approach to disestablishing those roles and functions currently dedicated to the RSLG activities
- the potential impacts and change process proposed for our people.

This proposal has been shared with the Public Service Association (PSA). You can contact Niki Williams or Howden Gray, PSA Convenors, by emailing Niki.Williams@mbie.govt.nz or Howden.Gray@mbie.co.nz during the consultation period for support and to discuss your feedback.

MBIE recognises feedback can be provided in formats other than written, and as such will enable verbal submissions upon request. This also includes where the PSA wishes to speak to their collective submission orally.

Email feedback from individuals or groups – open for duration of consultation – should be sent to rslgqa@mbie.govt.nz.

If you wish to provide your feedback verbally, please email rslgqa@mbie.govt.nz, and we will arrange a suitable time.

Indicative timeline

Activity	Indicative Timeframes
Consultation opens 1 month notice given Permanent employees have affected status	25 January 2024
Consultation closes	8 February 2024
Feedback reviewed and considered	9 - 14 February 2024
Final decision	15 February 2024
End of notice period	25 February 2024
Closure of Regional Skills Leadership Groups function	22 March 2024

Case for Change

On 29 July 2019, the RSLGs were established to support the development of workforce plans for regions, informed by regional economic development priorities in order to ensure businesses attract people with the right skills to the right place. They also had a specific function in the vocational education system advising the Tertiary Education Commission (TEC) on regional needs, investment decisions and provider offerings.

There are 15 RSLGs, each of which has 12 to 15 members. The groups are supported by a secretariat function in MBIE (46 roles).

In 2023, the new Government's coalition agreements (including the National Party's Tax Plan) committed to ending funding for the RSLGs and instead investigate an "Essential Worker" workforce planning mechanism to plan for skill or labour shortages in the long-term.

How we need to respond

Following Cabinet confirmation of the decision to disestablish RSLGs, the Minister for Social Development and Employment will inform RSLG co-Chairs, in writing, that their terms have ended. MBIE will inform the other remaining RSLG members, in writing, of the decision. This is intended to happen from Friday 26 January 2024. Once all RSLG members have been informed their terms have ended, MBIE will work with them on the timely wind down of their functions.

Following the decision, it is also necessary to commence a change process with our people, and we are using MBIE's well-established change processes to implement the required changes for those people who work in the RSLG function.

Key points about the change

This consultation focuses on how we are proposing to implement the Government's decision to disestablish the RSLG function in MBIE.

It's important to remember this decision is not a reflection on you or your mahi. You have worked hard with our partners to deliver milestones and get results. Your work with RSLG has been something we can all be proud of.

We will work with employees who are affected by this decision and also alongside the PSA (who are supporting their members). We acknowledge the valuable skills and knowledge you all have and will seek to retain those, where possible, following the processes set out in MBIE's employment agreements.

Please note due to the nature of this change, employees who are permanently employed in a position to be disestablished, will be deemed to have affected status immediately from today.

This means permanent employees will have access to redeployment. Affected status will also be applicable as part of any internal recruitment process with first consideration given to affected employees over other applicants, subject to them meeting the suitability requirements of the position.

Close out work

The decision to disestablish the RSLG means substantive work will cease.

However, there will still need to be important work done to effect the closure of the programme, and the appropriate conclusion of any agreements and relationships, plus securing any assets and appropriately filing records (as per the Public Records Act 2005). Our expectation is this will be mostly complete by the end of February 2024).

As part of the consultation, we are seeking suggestions on what close out work you think is required and how you think it could be actioned.

We are intending to work with the RSLG Leadership Team on a close down programme over the coming weeks, but genuinely welcome your input and suggestions via this consultation process too. We will also be looking at how we exit property arrangements for regionally based RSLG offices, where this is required.

Changes to Regions and Strategy, Planning & Performance Branches

Current state

The substantive structure of the RSLG function in MBIE currently consists of 44 permanent and 2 fixed-term positions including one contractor role. Of these, 7 positions are currently vacant. The RSLG secretariat work is currently carried out across the following teams:

- Northern Regional Skills Leadership Groups
- Raukawa Regional Skills Leadership Groups
- Central North Island Regional Skills Leadership Groups
- Southern Regional Skills Leadership Groups
- RSLG Insights and Strategy

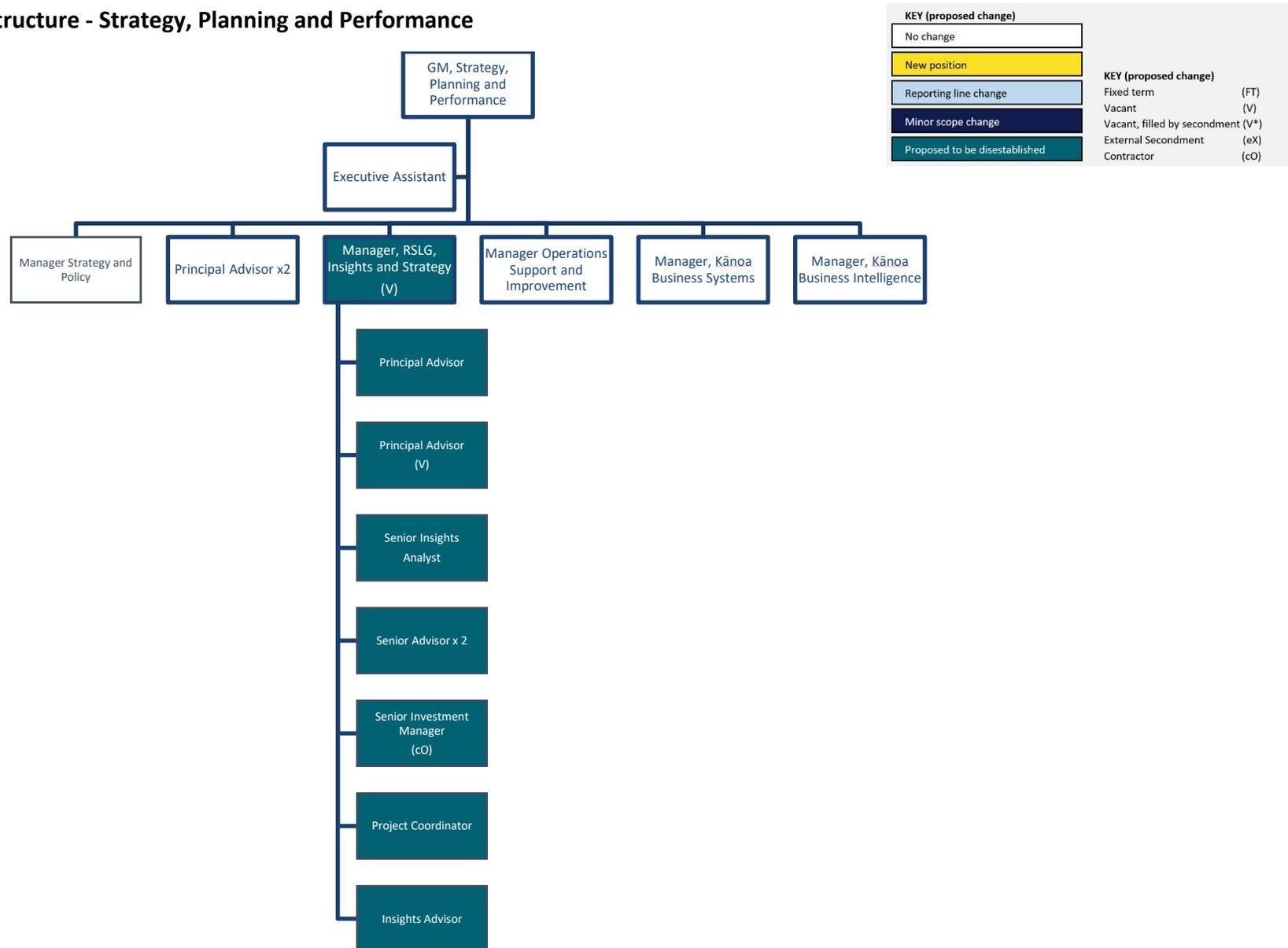
Impact of change

To deliver on the Government's decision to disestablish the Regional Skills Leadership Group function in MBIE, the following changes are required:

- Disestablish the Advisor position (10177720)
- Disestablish the Advisor position (10177730)
- Disestablish the Advisor position (10177600)
- Disestablish the Insights Advisor position (10179910)
- Disestablish the Manager, RSLG Central North Island position (10174690)
- Disestablish the vacant Manager, RSLG Northern Region position (10174680)
- Disestablish the Manager, RSLG Raukawa position (10174700)
- Disestablish the Manager, RSLG Southern Region position (10174710)
- Disestablish the vacant Manager, RSLG, Insights and Strategy position (10174720)
- Disestablish the PA /Team Administrator position (10177880)
- Disestablish the PA /Team Administrator position (10177740)
- Disestablish the PA /Team Administrator position (10182490)
- Disestablish the PA /Team Administrator position (10177620)
- Disestablish the vacant Principal Advisor position (16211289)
- Disestablish the Principal Advisor position (16211288)
- Disestablish the Principal Advisor position (10177830)
- Disestablish the Principal Advisor position (10177550)
- Disestablish the Principal Advisor position (10177560)
- Disestablish the Project Coordinator position (10177470)
- Disestablish the Regional Lead position (10177790)

- Disestablish the Regional Lead position (10177800)
- Disestablish the vacant Regional Lead position (10177820)
- Disestablish the Regional Lead position (10177810)
- Disestablish the Regional Lead position (10177680)
- Disestablish the Regional Lead position (10177630)
- Disestablish the Regional Lead position (10177640)
- Disestablish the Regional Lead position (10177940)
- Disestablish the vacant Regional Lead position (10177920)
- Disestablish the Regional Lead position (10177930)
- Disestablish the Regional Lead position (10177520)
- Disestablish the Regional Lead position (10177540)
- Disestablish the Regional Lead position (10177530)
- Disestablish the Regional Lead position (10177480)
- Disestablish the Senior Advisor position (16207098)
- Disestablish the Senior Advisor position (16208047)
- Disestablish the Senior Advisor position (10177850)
- Disestablish the Senior Advisor position (10177840)
- Disestablish the Senior Advisor position (16210141)
- Disestablish the Senior Advisor position (10177700)
- Disestablish the Senior Advisor position (10177710)
- Disestablish the Senior Advisor position (10177960)
- Disestablish the vacant Senior Advisor position (10177970)
- Disestablish the Senior Advisor position (10177580)
- Disestablish the Senior Insights Analyst position (10177450)
- Disestablish the Senior Investment Manager position (16208933)
- Disestablish the Tupu Tai Intern position (16217106)

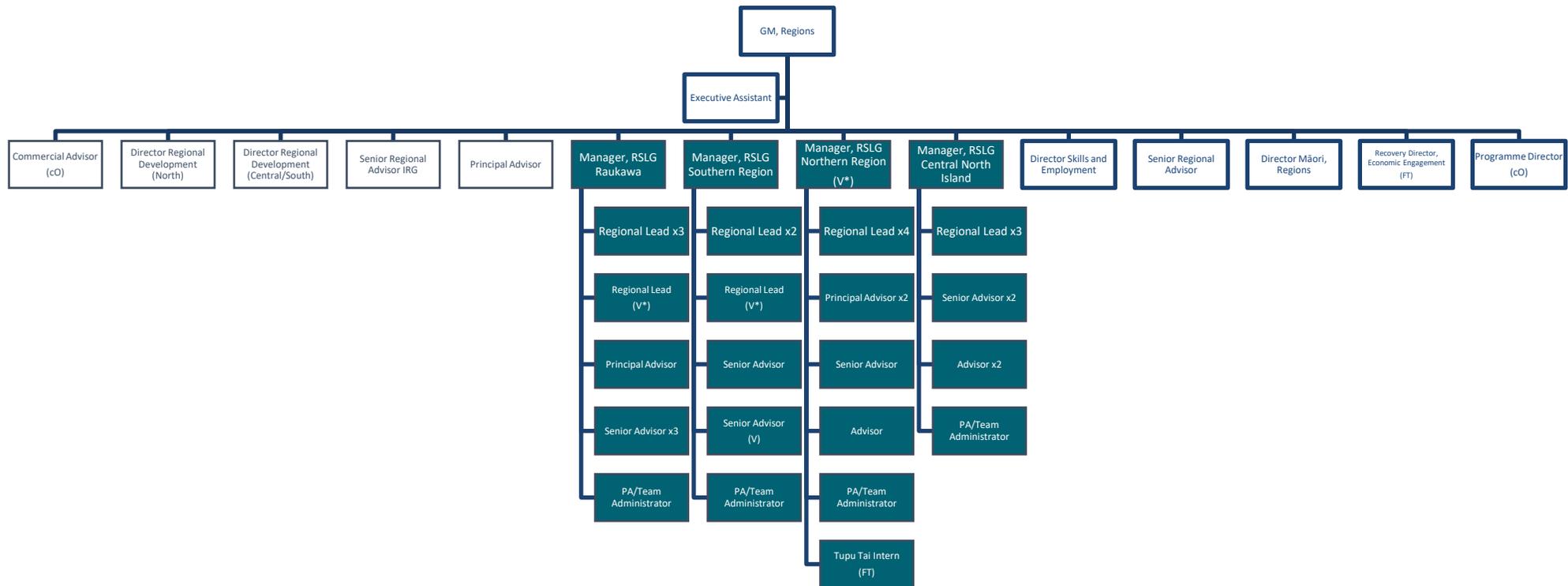
Current organisational structure - Strategy, Planning and Performance



Current organisational structure – Regional Development

KEY (proposed change)	
No change	
New position	
Reporting line change	
Minor scope change	
Proposed to be disestablished	

KEY (proposed change)	
Fixed term	(FT)
Vacant	(V)
Vacant, filled by secondment	(V*)
External Secondment	(eX)
Contractor	(cO)



Summary of changes by role

The following table details the changes required to deliver on the Government's decision to disestablish the Regional Skills Leadership Group function in MBIE.

Position Title	Required change
Advisor position (10177720)	Disestablish position
Advisor position (10177730)	Disestablish position
Advisor position (10177600)	Disestablish position
Insights Advisor position (10179910)	Disestablish position
Manager, RSLG Central North Island position (10174690)	Disestablish vacant position
Manager, RSLG Northern Region position (10174680)	Disestablish vacant position
Manager, RSLG Raukawa position (10174700)	Disestablish position
Manager, RSLG Southern Region position (10174710)	Disestablish position
Manager, RSLG, Insights and Strategy position (10174720)	Disestablish vacant position
PA /Team Administrator position (10177880)	Disestablish position
PA /Team Administrator position (10177740)	Disestablish position
PA /Team Administrator position (10182490)	Disestablish position
PA /Team Administrator position (10177620)	Disestablish position
Principal Advisor position (16211289)	Disestablish vacant position
Principal Advisor position (16211288)	Disestablish position
Principal Advisor position (10177830)	Disestablish position

Position Title	Required change
Principal Advisor position (10177550)	Disestablish position
Principal Advisor position (10177560)	Disestablish position
Project Coordinator position (10177470)	Disestablish position
Regional Lead position (10177790)	Disestablish position
Regional Lead position (10177800)	Disestablish position
Regional Lead position (10177820)	Disestablish vacant position
Regional Lead position (10177810)	Disestablish position
Regional Lead position (10177680)	Disestablish position
Regional Lead position (10177630)	Disestablish position
Regional Lead position (10177640)	Disestablish position
Regional Lead position (10177940)	Disestablish position
Regional Lead position (10177920)	Disestablish vacant position
Regional Lead position (10177930)	Disestablish position
Regional Lead position (10177520)	Disestablish position
Regional Lead position (10177540)	Disestablish position
Regional Lead position (10177530)	Disestablish position
Regional Lead position (10177480)	Disestablish position
Senior Advisor position (16207098)	Disestablish position
Senior Advisor position (16208047)	Disestablish position

Position Title	Required change
Senior Advisor position (10177850)	Disestablish position
Senior Advisor position (10177840)	Disestablish position
Senior Advisor position (16210141)	Disestablish position
Senior Advisor position (10177700)	Disestablish position
Senior Advisor position (10177710)	Disestablish position
Senior Advisor position (10177960)	Disestablish position
Senior Advisor position (10177970)	Disestablish vacant position
Senior Advisor position (10177580)	Disestablish position
Senior Insights Analyst position (10177450)	Disestablish position
Senior Investment Manager position (16208933)	Disestablish position
Tupu Tai Intern position (16217106)	Disestablish position

Accessing internal roles at MBIE

Overview:

- MBIE is committed to working with you to explore alternative opportunities within MBIE.
- You may apply for vacancies MBIE is advertising by submitting a CV and cover letter to a position in the Recruit@MBIE system in the 'current vacancies' area. For further information on how to see and apply for these opportunities please visit Te Taura - [Ngā tūrangā wātea - Current vacancies \(sharepoint.com\)](#).
- Such opportunities may be permanent, fixed term or temporary and this will be identified on the system. There will typically be an advertisement and a Position Description and together these form the information you will need to assess whether the role is of interest, and you are a suitable candidate.

Using Recruit@MBIE:

- A full list of available roles can be found on Recruit@MBIE by logging into Pay@MBIE and then clicking on [Current Vacancies](#).
- This takes you to the MBIE Careers site. To see internal vacancies as well as external ones on this site you must be logged in from an MBIE device as an employee.
- Once on the site you will see a dark green box saying, "Discover a career with purpose at MBIE". Immediately above and to the right of that box it will either say "My Account", in which case you have been automatically logged in as an employee, or "Applicant login Employee login" in which case you haven't. Click "Employee Login" if this is the case and "My Account" will come up.
- Click on "My Account" and then "Applicant login" from the drop down and ensure that your employee/candidate profile is set up with the correct information. Pay careful attention to the email addresses in your profile.

- You can then select "View All Jobs" from the menu bar at the top and you will see both internal and external roles. These can be searched or filtered from this screen.
- **When applying for a role please tick the box to indicate your affected status.**
- You can sign up to receive straight-to-email job alerts from the system, which will send you notifications of any newly advertised roles at a frequency of your choice. For instructions as to how to do this please see the "Supporting Resources" section at the end of this document.
- Alternatively, you can send an email to recruitment2@mbie.govt.nz to sign up to new a distribution list that Talent Acquisition (TA) will send twice weekly to **affected** staff containing links to new opportunities. Please let us know if you wish to have this sent to an MBIE email address or to a personal one.

If you do not have access to an MBIE device or are unable to log in to the MBIE system:

- Please sign up to the affected staff TA distribution list by sending an email to recruitment2@mbie.govt.nz and providing us with the best email address to contact you on
- TA will send a twice weekly list of available roles. If you cannot access the system, you will not be able to use the links in the email so please reply to recruitment2 and let us know which jobs you require more information on.
- We can then email you ad texts and position descriptions as requested.
- You can send TA your resume and cover letter for any positions you wish to apply for, and the TA team will be able to manually load your application on to that job. Your application can then proceed as normal.

CVs and cover letters:

- For resources available to help with writing CVs and cover letters please see [Ngā tūranga wātea - Current vacancies \(sharepoint.com\)](#) (if you are logged on from an MBIE device)

Opportunities across the wider public sector:

- Positions across the wider public sector are advertised on <https://jobs.govt.nz/>
- MBIE is also working directly with the Workforce Mobility Hub at Te Kawa Mataaho to understand when opportunities arise at other public sector organisations and ensure that our people are aware of them.
- Any such opportunities will be included in the TA distribution list along with instructions on how to apply for them.
- Please note that for roles outside MBIE you will not have formal affected status. Nevertheless, we recommend including your situation in your cover letter and/or CV.

Support through change

We recognise that change may be difficult and encourage you to reach out to your support network as well as taking advantage of the resources available to you, including:

Wellbeing support

- Your people leader
- Our Employee Assistance Programme (EAP) provides external support for both work and personal issues ([Home | EAP Services Limited](#), 0800 327 669 or via the app)
- Your union delegate or representative can provide you or your people support through change ([Unions | HR](#))
- The Wellbeing, Health and Safety Team (safetyandwellbeing@mbie.govt.nz)
- 1737 – Access free counselling services through the national telehealth service
- Te Puna Ora – Our one-stop shop for all things wellbeing related. Ensuring we all feel supported across the four pillars of work, social, mental and physical health. Go to My Dashboard – Te Puna Ora (<https://mbie.vitalityhub.co.nz/>). This can be accessed remotely using your MBIE login details.

Learning support

- Learn@MBIE which holds all of MBIE’s learning content in one place. Access it via [Learn@MBIE](#).
- Specifically, the ‘[Change](#)’ learning module on Learn@MBIE is highly relevant.

- Percipio, the world’s largest online library. Access it via [Percipio](#), select ‘team/enterprise subscription’ and then enter ‘MBIE’ in the Site Name field.

Career development

- MBIE’s [Career Services](#), through EAP, can assist with general career advice and is available for self-referral (employee-led). This also includes budgeting and financial advice, personal development and coaching, and personal legal advice.

Outplacement support

Outplacement support is designed to help affected kaimahi with the tools, knowledge, and confidence to quickly transition into their next role. Support is provided as a programme which MBIE employees can take part in over a period, through an external provider. The programmes cover practical aspects related to career planning, job search, and networking.

Outplacement support is offered to MBIE people who are impacted by disestablishment of their position because of change. It will be offered if the person has been unsuccessful in securing another role at MBIE and is generally offered a month before the date of disestablishment.

MBIE people who have been offered outplacement support will continue to be provided with redeployment support from People and Culture, right up to the date of disestablishment.

Outplacement programmes available

H2R Consulting is currently MBIE’s supplier of outplacement programmes. In addition to the programmes themselves, MBIE people are offered access to H2R’s Career Portal which contains extensive resources, questionnaires, templates, and handy tips, as well as links to career bytes and webinars.

Outplacement equips individuals with the tools, knowledge, and confidence to quickly transition into their next role.

The programme covers many practical aspects of preparing for and conducting a job search:

- Skills assessment
- CV and cover letter writing
- Networking
- Developing a job search strategy
- Managing LinkedIn and Seek profiles
- Preparing for interviews
- Making informed career choices.

People and Culture Business Partners arrange outplacement support for affected people as part of wider redeployment support. They will discuss outplacement support with MBIE people in step with the conditions outlined above and will connect people with H2R directly

Proposed Change Process

Consistent with MBIE's employment agreements and recruitment policy, the following summarises the proposed change process (including reassignment and redeployment processes) which would apply to any changes confirmed as a result of this consultation process.

[Note that we have not included **Reconfirmation, Contestable reconfirmation or Reassignment** in this process as these options are not applicable in this change situation].

You will be considered an affected employee if you are permanently employed in a position that is to be disestablished.

Please note that you will not be considered affected if your substantive position only has a change in business group, branch, reporting line, job title, tier, or work location (within the 'same local area' or region).

Redeployment

If you wish to apply for any other existing MBIE vacancies (i.e., vacancies that are being advertised separately to this change process), this can be done via the MBIE careers site at any stage.

If you are considered an affected employee, this will need to be indicated as part of your application as first consideration will always be given to affected employees over other applicants subject to them meeting the suitability requirements of the position.

Where applicable, a panel interview will be used as a contributing selection tool to assess the demonstrated skills, experience and qualifications against the key accountabilities and person specifications as outlined in the position description.

Review process

If you disagree with the application of this process, you have the right of review. This process is set out in your employment agreement. You are encouraged to raise any concerns with your people leader at the earliest opportunity so these can be worked through with you on a case-by-case basis.

Secondments and acting arrangements

If you are currently on secondment or acting in a different position, there may be changes for that position as well as your permanent substantive position. However, you will only be considered an affected employee if your permanent substantive position is significantly impacted.

It is intended that people will continue in their temporary position until the end of the term currently in place unless otherwise advised.

Process for casual and fixed term employees

Casual and fixed term employees, by the nature of their employment agreements, will not have access to the change processes set out above.

Where there are vacancies elsewhere in MBIE, casual or fixed term employees are able to apply but do not affected status.