

Regional Skills Leadership Groups

FINAL DECISIONS DOCUMENT

February 2024

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Introduction

Kia ora koutou,

Thank you for your patience while we have been working through the extensive feedback we received from you and the PSA. We acknowledge that it has been a very difficult time for many of you and that this is a challenging situation.

Since Cabinet’s decision in late January 2024, we have followed MBIE’s change processes. This has involved consulting with you on how to implement Government’s decision to disestablish the RSLG function in MBIE.

The final decisions document represents the final and confirmed decisions made on the disestablishment of the Regional Skills Leadership Groups (RSLG) function in MBIE. This document contains a summary of the submissions received and provides our responses to them. This decision document and its supporting materials are intended to provide you with the information for this change.

During consultation, the feedback you provided has informed our approach as this is a unique situation to navigate through. We have responded to your concerns by extending the notice period. Consistent with our broader obligations we have offered outplacement support, EAP, and assistance with internal roles.

We will continue to offer this support over the coming weeks as we have a genuine intention to retain as many people as we can in MBIE. Please continue to work with Kānoa leadership, Talent Acquisition and P&C on redeployment opportunities. There has been a significant take up of the outplacement support and we are hearing that this is proving very useful for people.

We continue to make ourselves available to you if you have any questions about your own personal circumstances.

Thank you for your service and professionalism, and for all you have achieved for your team, region, MBIE and the New Zealanders we serve.

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

February 2024

How to read this document

This document confirms the changes and implementation approach required as a result of the Government's decision to disestablish the Regional Skills Leadership Groups and what this now means for the function in MBIE.

Scope of these change decisions

This final decision document confirms how we will implement the Government's decisions, the resulting organisational structure, and the impacts to employees. This change affects those specific roles undertaking functions in the Regional Development and the Strategy, Planning and Performance branches dedicated to delivery of the RSLG work.

Understanding changes to your position

Confirmed organisational charts have been included in this document to show the impact that these change decisions will have. There is also a summary table at the end of this document.

In addition, all people who are confirmed as directly impacted by these change decisions will receive a letter that outlines specific detail regarding how they are impacted and what the next steps are.

Let us know

The information included in this document reflects the organisational structure as recorded in MBIE systems as of 23 February 2024.

If you notice any inconsistencies in the organisational structure represented, please advise your people leader or email rslgqa@mbie.govt.nz.

These decisions have been shared with the Public Service Association (PSA).

Find out more about the change process and support available

Find out more about MBIE's change process on page 22. This determines how we classify the impact to our people, based on the confirmed impacts to their positions.

We recognise that people will have a wide variety of feelings in relation to these confirmed changes. Please remember to be respectful of each other's opinions and privacy. If you have further questions regarding this change or your personal situation, please have a conversation with your people leader Kay, Karl, or P&C (Katharina or Meredith).

Further information on the support available is available from page 20.

Implementation timeline

Activity	Indicative Timeframes
Final decision	27 February 2024
End of notice period and last day of duty	28 March 2024

Reasons 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 (44 roles).

In 2023, the new Government's coalition agreements (referencing 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 has informed RSLG co-Chairs, in writing, that their terms have ended. MBIE has informed the other remaining RSLG members, in writing, of the decision. Once all RSLG members had been informed their terms had ended, MBIE worked with them on the timely wind down of their functions.

As we were required to, we have undertaken a change process, including consultation with our people, to implement this decision.

Key points about the change

Consultation focused on how we proposed implementing 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.

As we said at the start of consultation, we will continue to 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.

At the commencement of consultation, and based on the Government's decision, we deemed all permanent employees in RSLG to have affected status.

As you are aware affected status is 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 RSLGs and the secretariat function has meant that substantive work has had to cease.

As part of the consultation, we also sought your feedback on suggestions for what close out work you thought was required and how you thought it could be actioned.

RSLG members were advised of the activity the secretariat would undertake to finalise requirements.

All required secretariat activity for the RSLG member groups has been completed, the relevant reports will be uploaded to the website and be accessible.

Your feedback on the Regional Skills Leadership Group proposal

Due to the nature of this change and the Government’s decisions, the consultation process and feedback sought was not about the decision to disestablish the Regional Skills Leadership Groups and the function in MBIE, but rather how we approach the implementation of these decisions for our people and the resulting organisational change.

We received 14 individual submissions including a submission from the PSA on behalf of its members. Many of you also asked questions about your personal circumstances and entitlements as well as clarification about having affected status and taking other job opportunities. We have responded to these questions either individually or via the Frequently Asked Questions updates that were sent out. Where we have already responded to those questions, they are not included as part of this document. The following table summarises the key feedback themes we received in response to the overall proposal.

General feedback themes		Response
<p>Approach and lack of preparation</p>	<p>A number of people commented that they thought that the potential change was not communicated early enough. They believed that SLT and Kānoa leadership had failed to anticipate and plan for a change. There was also concern that there had been no planning since November 2023.</p> <p>Others commented that as RSLG was funded to June 2024 there was an expectation that work could have been closed out in line with that timeframe.</p> <p>Comments were made that there were two individuals who would have been affected moved from the RSLG secretariat into the Kānoa policy team without any advertisement of those roles.</p> <p>There was also feedback that the process for RSLG was inconsistent with the way that the Stop work notices for Industry Transformation Plans (ITPs) and Social Income Insurance were progressed.</p>	<p>MBIE was unable to communicate information until Cabinet made the decision to disestablish the RSLG’s and written confirmation of the decision was officially received. Therefore, we were unable to communicate any details with you prior to 23 January 2024.</p> <p>The Government decision to end the programme immediately resulted in a requirement for MBIE to return available funding for the 24/25 and future financial years.</p> <p>Both appointments were made in line with MBIE policies and HR delegations.</p> <p>The way that the ITPs and Income Assurance were set up in MBIE differs. Some of the ITP and Policy mahi was funded under a multi category appropriation (MCA) so any Policy roles impacted are able to be redistributed to other policy work. However, the Construction Sector Accord was a dedicated function and the same process as that for the RSLG secretariat applies there.</p>

General feedback themes		Response
<p>Consultation commencement meeting</p>	<p>People were concerned that the Consultation meeting invite was sent less than 24h in advance and that managers had been informed two days prior.</p> <p>People raised that they should have been able to have a support person at the Consultation meeting.</p> <p>Some of you advised that the Consultation proposal was leaked in a cross-MBIE EA meeting on Wednesday 24 January 2023.</p>	<p>Due to the tight turnaround time between receiving the cabinet decision and commencing consultation, we made our best efforts to provide as much advance notice as possible at that point in time. We wanted People Leaders to have information in advance of the group meeting so they could consider what support their teams might need from them in their role as a trusted leader.</p> <p>We acknowledge that some employees would have liked the option of further support at the Consultation announcement. We have taken this feedback on board and have made this available to people for the Final decisions announcements.</p> <p>We were not aware of this and are reviewing the information available regarding this matter.</p>
<p>Initial consultation timeline</p>	<p>There were comments that the initial notice period was not provided in “good faith” and that the original indicative timeframes were unreasonable and caused unnecessary stress. Some people also felt that the email to the RSLG team about extending the notice period made people feel undervalued.</p>	<p>We acknowledge this feedback and made amendments to the timeline during the consultation period addressing these concerns as soon as they were raised with us.</p> <p>We always aim to communicate with everyone in a kind and respectful manner and apologise if our communication has made people feel not valued as this was not intended.</p>

General feedback themes		Response
<p>Employer obligations</p>	<p>A number of submissions raised concerns that the change process was breaching the Collective and Individual employment agreements and that Cabinet/the Minister/the Government were not the employer so could not make the decision to disestablish the RSLG function.</p> <p>People were of the view that MBIE had failed in its duty of care and had not acted in good faith as a fair and reasonable employer. People also thought that the document was making people redundant, and they viewed the consultation phase as predetermination and therefore not genuine consultation.</p> <p>We received a lot of concern and comment about running consultation and the notice period concurrently and also the short timeframe until the closure of the function.</p>	<p>The RSLG change process is fundamentally different to processes generally undertaken across MBIE, because the decision to disestablish the RSLGs had already been made by Government. This decision was outside the control or influence of MBIE. In light of this, the consultation process that then followed was focused on ‘how’ to proceed with the changes.</p> <p>The reality is that situations like this can sometimes arise (i.e. where decisions are imposed on us) is why there is provision in our collective employment agreements and our change practice providing for this. This situation has happened previously (most recently with the MIQ closure) and our collective agreement and our change practice acknowledge that when MBIE is required to implement government decisions this may limit our ability to consult with employees prior to the decision being made.</p> <p>We were not able to realistically or genuinely consult on a decision that was already made. However, we consider that we have done our best in the circumstances to act in good faith by consulting about the implementation of the change and providing ongoing support for redeployment.</p> <p>The Consultation document stated that we needed to disestablish roles as Cabinet had decided to disestablish the RSLGs and the function in MBIE.</p> <p>Our obligation is to support affected employees with redeployment opportunities as far as we are able to during your notice period.</p> <p>We acted promptly to extend the notice period once we heard your concerns, and this has been further extended to 28 March to maximise opportunities for redeployment.</p>

General feedback themes		Response
<p>People and support</p>	<p>A number of submissions and feedback stated that people did not think that the process had been people centred and nor treated people with respect. People have expressed their concern about not feeling valued or that their work for RSLG was valued. They did not feel recognised for the work they did for the past years and neither had they been acknowledged by MBIE.</p> <p>Some people were also concerned that that there was a risk for their personal reputation and brand – they were concerned that they were seen as letting down stakeholders and damaging MBIE's relationships within the regions.</p>	<p>We have received this feedback and reviewed what support was made available. While we acknowledge that hearing about this change can be unsettling, we believe that the support options have been communicated regularly and with good intentions.</p> <p>Individual letters went out to all affected employees outlining support available (including EAP and the Wellbeing, Health & Safety team) and both Kay and Karl reiterated that they have been available for any discussions.</p> <p>We appreciate that preparing for this work to end and managing existing professional relationships in the regions have been challenging. MBIE has had to implement Cabinet's decision and has connected with the local chairs to the best of our ability in a very compressed timeframe</p> <p>The workforce plans will continue to provide future value to sectors, industry, local and central government at local, regional and national levels. You can be proud of what you have achieved.</p>
<p>Timing of outplacement support</p>	<p>Some people also thought that outplacement support should have been available at the same time as the consultation announcement.</p>	<p>Outplacement support is normally offered a month before the date of disestablishment of a position, we have provided access to outplacement support for all RSLG people from 2 February 2024</p>

General feedback themes		Response
<p>Lack of redeployment options</p>	<p>Many people commented that they thought that MBIE needed to do more to provide redeployment opportunities including into other agencies in the public service. Questions were asked as to why some positions in DDI advertised prior to Christmas weren't used for reassignments and how affected staff can access any opportunities that may be available in the upcoming LSE & BRM Realignment that is timed to start in March.</p> <p>People were also concerned that the Kānoa DCE had advised of work coming down the pipeline with the new Minister and Regional Infrastructure Fund but there was no further information as to whether these may be potential redeployment opportunities.</p>	<p>We acknowledge this change comes at a point where MBIE has been conservative in recruiting into vacancies across the organisation over the last four months and in an environment where many public service agencies are also slowing their recruitment. At the time of the consultation announcement there were very few positions available across MBIE, and we believe we did our best to connect RSLG employees with Talent Acquisition so that you would have easy and direct access to what was available. As part of the consultation document, we have provided information on what resources for redeployment there are. Since the start of the change process, we have continued to provide support, including active engagement with individuals from Talent Acquisition about internal recruitment, with twice weekly MBIE vacancy updates for subscribers. Talent Acquisition also engaged directly with Te Kawa Mataaho and other agencies but unfortunately this has not yet resulted in opportunities. We have also sent out additional information on Te Kawa Mataaho's Workforce Mobility Hub. Vacancies advertised pre-Christmas could not be held for redeployment as we did not have certainty of the RSLG change. In relation to upcoming change processes as the RSLG work will cease on 28 March 2024, we cannot retain employees in roles where there is no work available. You will be welcome to apply for roles in LSE or BRM until then should they become available. More work coming to Kānoa doesn't automatically mean there will be new positions. We will likely generate some enquiries and applications for people wanting to register new projects. We are working through whether there may be some fixed term positions needed, and these are yet to be finalised. If positions become available, affected employees will have the opportunity to express interest in suitable positions.</p>

General feedback themes		Response
<p>Retention of skills, knowledge and experience</p>	<p>Feedback noted that it appears that there was an intent to remove regionally based people in favour of Wellington-based staff and there was general concern that no attempt was being made to retain RSLG skills and experience following this change. Some people commented that uncertainty over the last months had led to natural attrition in RSLG and there was also strong view that the CE and SLT could have more actively considered redeployment within MBIE.</p>	<p>Kānoa-RDU will continue to have regionally based staff. This decision has not been made in order to reduce the government's regional footprint. We are still committed to supporting all RSLG people (regardless of where they are based) to find redeployment options wherever possible given the context of the current fiscal savings requirements on MBIE. We can only retain if we have relevant roles suitable for the skills and experience of RSLG staff. Due to the uncertain future of RSLG it would have been inappropriate for us to recruit into RSLG vacant roles. Kānoa-RDU has taken this same approach with all other roles due to the uncertain future.</p>
<p>Communication of closedown of function and demonstration of MBIE values/Tikanga</p>	<p>A number of you raised concerns about the timing of the advice to external stakeholders and the communication with the co-chairs. Some people believed that external stakeholders were made aware of disestablishment of roles prior to RSLG employees being informed. There was concern that Regional Leads were not informed when the Minister's letters went out to co-chairs or the MBIE letters to Group members. Further people do not think that they were provided with sufficient timely direction on the process or arrangements for closing down the function, given contracts were terminated immediately. There were concerns that there was no clear instruction or a communication strategy. Some key messages and clarity on required actions would have been useful. A number of submissions stated that the immediate cessation of the programme has significantly diminished the RSLG's contribution and their mana as it has not provided the opportunity for mihi and whakamutunga which is at odds with tikanga. There were a number of people who suggested that it is important to retain the full RSLG website with all associated work, with the addition of information about the closure of the programme. RSLG people would also like to utilise the group's and the RSLG subscriber lists one last time to communicate, using MBIE approved messaging</p>	<p>This has been and is a difficult time for all of us. We made sure that as our people RSLG employees were informed before Co-Chairs. When we met with Co-Chairs, we applied appropriate tikanga to acknowledge the mana of the Co-Chairs using karakia and mihi. Minister Upston wrote to Co-Chairs and our CEO Carolyn Tremain wrote to members which was an appropriate acknowledgement of their status. Public Service Chief Executives were informed by Robert.</p> <p>The website will be updated with appropriate messages and access to relevant documents. Should you wish to write a note of acknowledgment to RSLG members and relevant stakeholders we can provide the appropriate key messages.</p>

General feedback themes		Response
<p>Questions about redundancy processes and redeployment conditions</p>	<p>A number of RSLG people have asked if it is possible for final salary payments to be processed in April to ensure employees do not end up in higher tax bracket.</p> <p>People also asked for MBIE to be flexible regarding individual's situation when considering requests.</p> <p>A number of people were concerned that if positions weren't able to be reassignments, then an equalisation allowance as per employment agreements, might not be possible</p>	<p>As the end of the notice period has now been extended to 28 March 2024, this means RSLG people will receive their final pay in April 2024.</p> <p>Please continue send through any questions or requests about your personal situation to your people leader or your GM or to the email rslgqa@mbie.govt.nz.</p> <p>It is possible that some vacant roles are considered a reassignment depending on the scope of the role the employee is in and what position they are applying for. If a role is considered a reassignment and if an equalisation allowance applies, will be considered on a case-by-case basis and in line with the provisions of the individual's employment agreement.</p>
<p>Document</p>	<p>A number of people pointed out that there were some errors and typos in the consultation document. In particular the reference that the disestablishment of RSLGs was signalled in the coalition agreement was not correct.</p> <p>People were also concerned that People Leaders were asked to be a point of contact when they were also affected</p>	<p>We are sorry that there were typos in the document and letters. In the short time available to pull everything together, the quality suffered.</p> <p>The reference to the coalition agreements, is not an error as the agreements reference the National Party Tax Plan which contains the intention to close the Regional Skills Leadership Groups programme.</p> <p>One of the toughest parts of being a people leader is that you often need to lead change when you are also impacted or implement policies or decisions that you might not agree with. We appreciate the very professional and dignified way that our RSLG leaders have led this change with their teams and assure you that they have had personal support from their leaders.</p>

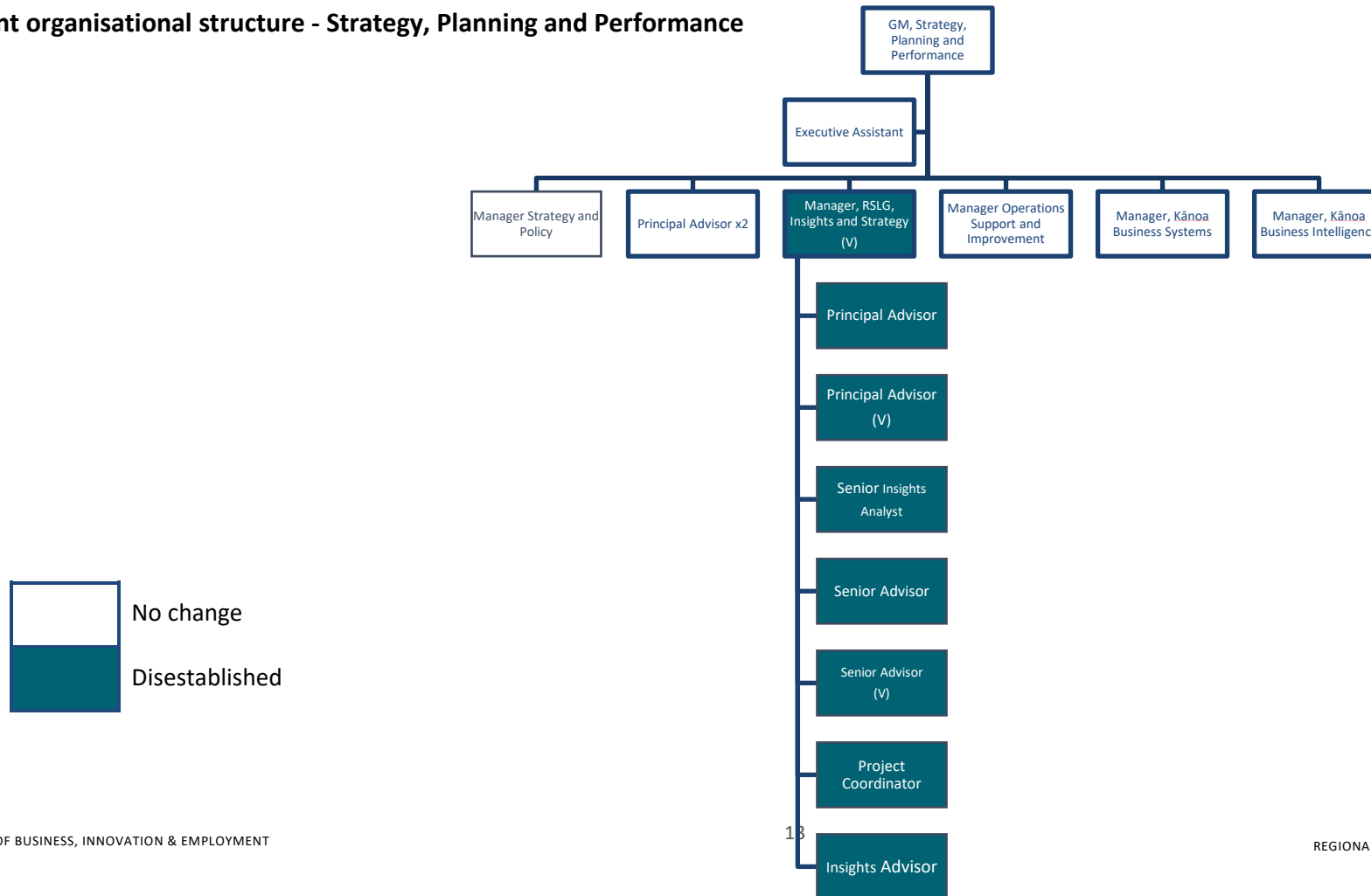
Changes to Regions and Strategy, Planning & Performance Branches

The structure of the RSLG function in MBIE currently consists of 44 permanent positions and 7 positions are vacant. The RSLG secretariat work is undertaken by the following teams:

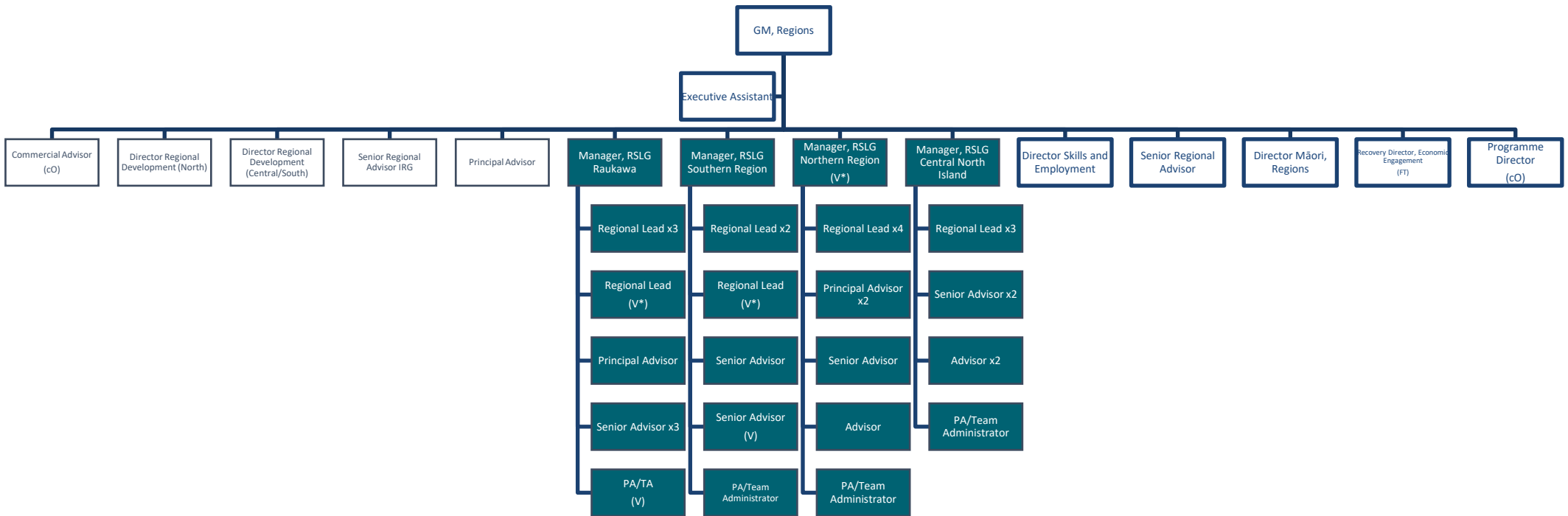
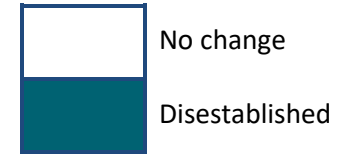
- Northern Regional Skills Leadership Groups
- Raukawa Regional Skills Leadership Groups
- Central North Island Regional Skills Leadership Groups
- Southern Regional Skills Leadership Groups
- RSLG Insights and Strategy

Final decisions confirm the disestablishment of all 44 positions, which means that the RSLG secretariat function will fully cease, effective 29 March 2024.

Current organisational structure - Strategy, Planning and Performance



Current organisational structure – Regional Development



Summary of changes by position

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 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 vacant 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 vacant 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

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/>
- Any such opportunities will be included in the TA distribution list along with instructions on how to apply for them.
- Te Kawa Mataaho | Public Service Commission also run the Workforce Mobility Hub which provides a brokering service for public sector opportunities that may be available. Here's some more information:

What is the Workforce Mobility Hub?

The Workforce Mobility Hub is an inter-agency broker to support mobility across the public service such as where there is redeployment support needed for impacted people into other agencies. They also support people mobility into other agencies when there may be short term surge needs or rapid response teams required (e.g., during Cyclone Gabrielle).

In a change situation they can help find redeployment opportunities by sharing the (anonymised) details of affected individuals with other agencies across the Public Service.

How to access?

If you would like to “register” for public sector opportunities through the Mobility Hub (on an ongoing basis), please fill out your details in the table attached (Talent Availability form) and send back to roxana.anderson@mbie.govt.nz (Senior Advisor, Talent Acquisition).

- 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. While generally offered a month before the date of disestablishment, we have provided access to outplacement for all RSLG people from 2 February 2024.

If you are currently accessing outplacement support and are not successful in obtaining another MBIE position before the end of the notice period, you will be able to continue to access your remaining outplacement support sessions after finishing with MBIE until the end of May.

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 arrange outplacement support for affected people as part of wider redeployment support. If you want to take up outplacement support, please reach out to the contact below directly.

Jason Lloyd, Career & Change Consultant

jason.lloyd@h2r.co.nz

H2R Consulting

Mobile: 021 599 144

Change Process

Consistent with MBIE's employment agreements and recruitment policy, the following summarises the change process (including reassignment and redeployment processes) which apply to the changes confirmed following consultation.

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

Redeployment

If you wish to apply for any other existing MBIE vacancies, this can be done via the MBIE careers site at any stage.

If you are 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.

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 are only 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 secondment or acting 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 have affected status.