



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

Digital Boost Programme

Final Change Decisions

September 2024

Introduction from Ross van der Schyff

Kia ora koutou,

I want to start by saying thank you for your continued professionalism and mahi over the last two weeks. I acknowledge it's been an unsettling time for you all.

As set out in the consultation document, the Digital Boost Programme has not secured future funding and as a result will close. This change proposal sought your views on how we should go about closing the programme. We received no feedback to the proposal.

Given the fact that Digital Boost funding came to an end in December, and this was well understood by the team, it is understandable that we didn't receive any feedback on what has been proposed. You have all worked very pragmatically delivering this programme through a lot of uncertainty in reason times, and many of you have been part of the plans for how best to close this programme. While no feedback was received, I have had valuable conversations with many of you in recent times and I thank you for helping us to ensure the value and the legacy of Digital Boost can continue into the future.

This document outlines the final change decision for the Digital Boost programme and reflects the original change proposal-no changes have been made.

This document also outlines what happens next. As the decision has been made to disestablish the roles supporting the Digital Boost programme, we will continue to work with affected people on redeployment opportunities. The programme will close on 31 October 2024 with some closure activities continuing over the next weeks and months.

I want to again acknowledge that change is difficult and unique to each person. The decision to close the programme and impact people is not done lightly. We value all of your individual efforts and the skills and capabilities you have shared with the branch. Please continue to consider what support you may need during this process and discuss this with your people leader, or me directly. We want to support you however we can.

Ngā mihi nui



Ross van der Schyff,

General Manager, Business & Consumer

Te Whakatairanga Service Delivery

Digital Boost 2024 – Final Decisions

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How to read this document

This document confirms the changes and implementation approach required for the Government’s decision to cease funding the Digital Boost Programme as part of the Budget 24.

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 relevant employees. This document focuses on specific roles within Business & Consumer that are currently dedicated to the delivery of the Digital Boost programme.

Understanding changes to your position

If changes are confirmed for your position this will be outlined in the document. Confirmed organisational charts have been included to demonstrate the impact that these change decisions will have to the structure. There is also a summary table at the end of this document with more detail about the confirmed changes to individual positions.

In addition, those 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.

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

Let us know

The information included in this document reflects the organisational structure as recorded in MBIE systems as at 25 September 2024.

If you notice any inconsistencies in the organisational structure represented, please advise your people leader.

Find out more about the change process and support available

Find out more about MBIE’s change process on page 8. 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 reach out directly to Ross van der Schyff.

Timeline

Activity	Timeframes
Final decisions confirmed	26 September 2024
Implementation of new structure	31 October 2024

Case for change and confirmed decision

The Digital Boost Programme was established in 2020 as a COVID-19 response to support business digital capability, which included a manifesto commitment to fund 'digital training' for 30,000 businesses. The Programme at its peak, was a combination of online tools, training and resources, combined with a nationwide network of facilitators to support and encourage digital uptake.

While the Programme has been able to continue through 2020 to date, it has not received new funding since Budget 2022 (i.e. no funding provided in Budget 2023 or Budget 2024). In December 2022, the Minister of Small Business agreed to the reprioritisation of existing funding to maintain the most established parts of the programme (such as the Educate Platform and Checkable tool). Cabinet approved this reprioritisation and allowed the Programme to continue with available funding till December 2024.

The Minister of Small Business has made clear his priorities for the Small Business portfolio and while he will be looking at options for supporting the digitisation of businesses in the future, the costs of the programme are too significant to be delivered within existing baselines. It is therefore no longer financially viable for the Digital Boost Programme to continue.

We consulted with you on the proposed closure of the programme, the disestablishment of all positions currently dedicated to the programme and the proposed transition of the work.

No feedback was received on the proposal. I can now confirm that the decision has been made to disestablish the Digital Boost Programme as proposed.

Programme Closure Work

As part of the consultation, we also sought feedback and suggestions on what close out and transition work you believe is required and how you think it could be actioned. To inform your feedback, we provided a summary of the work currently underway and how we proposed to resource this with the Principal Advisor proposed to be retained until March 2025 to ensure relationship continuity with existing stakeholders and retain institutional knowledge while we transition through BAU and to support the Minister to identify future opportunities for supporting Small Business for Budget 2025.

Confirmed changes

Given no feedback has been received on the proposal and none of the circumstances surrounding the proposal has changed, we have decided to proceed with the following changes:

1. Disestablish the Director Innovation position.
2. Disestablish the two Advisor positions.
3. Disestablish the Principal Advisor position upon completion of the proposed close out and transition activities, anticipated to be in March 2025. The role would have a temporary reporting line change to Director Business & Consumer for the duration of this work.

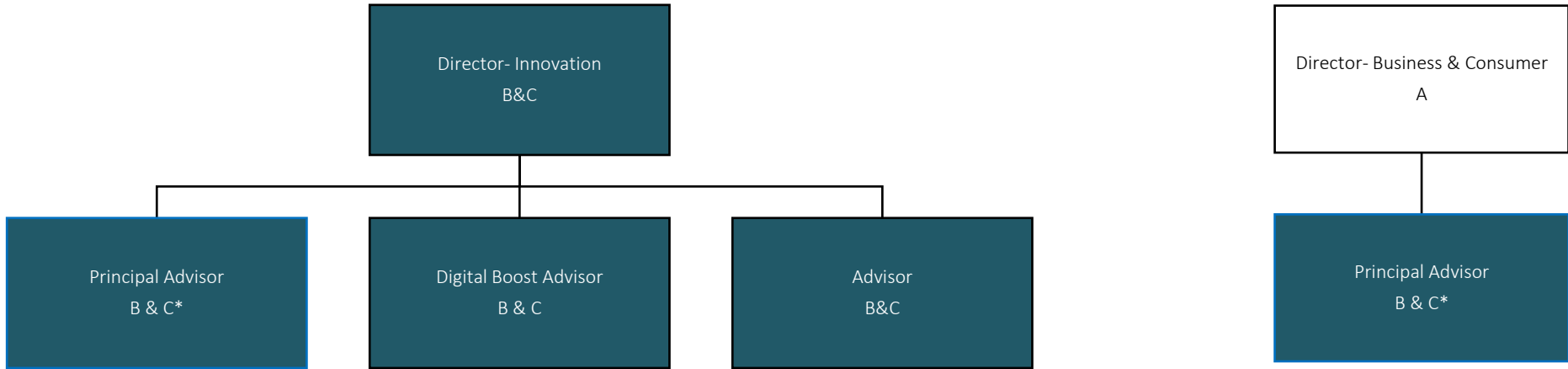
The confirmed impacts to the current organisational structure are available on page 7.

I appreciate your continued professionalism as the activities of the Digital Boost Programme are transitioned and wound down.

Digital Boost Programme - current organisational chart

KEY

A	No change	F	Within-group branch change
B	Disestablished position	G	New position
C	Reporting line change	H	Minor scope and reporting line change
D	Minor scope change	I	Position title and unit change
E	Position title change	J	Allocated via expression of interest



*Please note that the Principal Advisor will have a change of reporting line to the Director Business & Consumer from 31 October 2024 to support the proposed transition and closure of the programme before being disestablished effective 31 March 2025

Summary of changes

Confirmed Disestablished

Position title	Reporting line	Branch	Description of Change
Director Innovation	General Manager, Business & Consumer	Business & Consumer	Disestablished effective from 31 October 2024
Principal Advisor	Director Innovation	Business & Consumer	Temporary change of reporting line to the Director Business & Consumer effective from 31 October 2024 Disestablished effective 31 March 2025
Advisor Digital Boost	Director Innovation	Business & Consumer	Disestablished effective from 31 October 2024
Advisor	Director Innovation	Business & Consumer	Disestablished effective from 31 October 2024

Confirmed change process

Consistent with MBIE's employment agreements and recruitment policy, the following information summarises the standard change processes which will apply to the final decisions.

This includes reconfirmation, reassignment, selection, and redeployment.

Reconfirmation

As part of the consultation process your substantive position may be proposed to be "reconfirmed". In these circumstances your substantive position in the proposed new structure is substantially the same as your current substantive position and you are the only person able to be reconfirmed to the role. Examples include - change in reporting line, title, a minor change in work content.

For reconfirmation to apply:

- The position description you are being reconfirmed into is the same (or substantially the same) as what you currently do, and
- Salary and other terms and conditions for the position are no less favourable, and
- Location of the position is in the same local area (note: this need not necessarily mean the same building and/or the same street).

If your substantive position is reconfirmed as part of the final structure, you will not need to take any action as you will automatically be reconfirmed into the position.

Reassignment

Where team members are confirmed as being significantly affected by any of the confirmed changes the following available options apply:

- Apply for any other existing MBIE vacancies that you are suitably qualified or experienced for. This can be done via the MBIE website.

- Express an interest in voluntarily ending your employment without actively seeking redeployment opportunities within MBIE. MBIE may decline any expression of interest on the grounds that you have skills and experience that need to be retained and a reassignment option is available.

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

- To be disestablished;
- To be changed to the extent that it cannot reasonably be considered to be the same position or a substantially similar position; or
- Subject to a significant location change outside of the current local area.

Please note that you will not be considered an affected employee if your substantive position is confirmed as having a change in business group, reporting line, job title or work location (where work location is 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 the change processes), this can be done via the MBIE careers site at any stage of the process.

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. In situations where there is more than one affected employee who meets the suitability requirements of the position an assessment will be made of the employee who is best for the role.

Review process

If you disagree with the application of this process, including for example your reconfirmation or direct reassignment into a position as part of the final structure, 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 decisions confirmed 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.

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.

Upon completion of the change management process for affected permanent employees, any remaining vacant positions in the new structure would be openly advertised through standard recruitment and selection processes and any casual or fixed term employees would then be able to apply.

Support through change

Work is a big part of your life. During organisational change, it's normal to have feelings of uncertainty, shock, anger, frustration, confusion, scepticism, and impatience. Please ask for support when you need it and remember to be understanding towards your colleagues who may be feeling anxious or distracted. You can talk to your People Leader, colleagues and/or union representative or the People and Culture team.

Wellbeing support options

We recognise that change may be difficult and encourage you to reach out to your support network and draw on the resources available to you. You can:

- Talk to your People Leader
- Contact your union delegate or representative ([PSA](#)) / ([NUPE](#))
- Reach out to the [Wellbeing, Health and Safety Team](#)
- Use our [Employee Assistance Programme](#), which provides support for both work and personal life
- Call or text [1737](#) to access free counselling services from the national telehealth service

Learning support options

Focusing on your personal growth and development is a helpful way to direct your attention during times of change. There are plenty of resources and directories to explore within MBIE, including:

- [Learn@MBIE](#) – our central learning platform that holds many free e-learning courses, including a series of e-learning modules focused on [change](#), suitable for all staff.

- [Percipio](#) – the world's largest online learning library. To access Percipio, select 'team/enterprise subscription' and then enter 'MBIE' in the site name field.
- [MBIE's library](#) – a large catalogue of books and scholarly works focused on subject expertise as well as broader skillsets like leadership capability.
- You can also reach out to People & Culture to discuss your development interests.

Career development support

Our Employee Assistance Programme can assist with general career advice and is available for self-referral. 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. Please note that due to the nature of this change, outplacement support will be made available to all affected employees from the date of consultation.

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.