



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI

Change Proposal

29 August 2024



How to read this document

Scope of this change proposal

This consultation document outlines proposed changes to the role of Investments and Operations Manager within Te Kupenga Māori Economic Policy & Strategic Partnerships.

Providing feedback

Your feedback is important to the success of any changes we make and will be carefully considered. You can provide feedback by emailing Realignment@mbie.govt.nz and we welcome your input on this proposal for change.

Once the consultation period has closed, your feedback will be carefully considered by the Deputy Secretary Te Waka Pūtahitanga before final decisions are made. If the final decision is made to proceed, we will confirm the decision and its impact on your position.

Indicative timeline

Activity	Indicative Timeframes
Consultation opens	29 August 2024
Consultation closes	12 September 2024
Feedback reviewed and considered by the Deputy Secretary Te Waka Pūtahitanga	13-17 September 2024
Final decision	18 September 2024

Background

The final decisions in the Te Waka Pūtahitanga Realignment Change Programme confirmed that the position of Investments and Operations Manager would have a change of reporting line to the Investment Director in the Investment Management branch of Kānoa.

Since this decision, the Minister for Māori Development, Minister of Finance and the Minister for Economic Development jointly approved the transfer of Te Pūnaha Hiringa Māori Innovation Fund (the Fund) from the Ministry of Business, Innovation and Employment (MBIE) to Te Puni Kōkiri (TPK). This is a transfer of the Fund only, with TPK using their current resourcing to support this work.

The transfer of the Fund to TPK means your substantive position of Investment and Operations Manager is now impacted. While MBIE cannot consult with you on the decision to transfer the fund, the purpose of this document is to set out our change proposal, including a proposed timeline.

Proposal for Change

Your position of Investment and Operations Manager has two components:

1. Investment management

- a. Overseeing the end-to-end process of managing, distributing and promoting two major investment funds - the Māori Innovation Fund and the Enabling Māori Framework (EMF). Ensuring the development and implementation of Investment Plans or other investment strategies.
- b. Providing strategic oversight of investment portfolio relevant to the investment funds managed by the team.
- c. Leading investment evaluation and development of performance frameworks.
- d. Financial management of funds or groups of contracts (forecasting, modelling, budgeting).
- e. Effective performance evaluation and monitoring of investments, including the governance of the investments and delivery against contracted outputs.
- f. Ensuring annual reports and periodic reviews are completed for relevant investments

2. Management of the Te Kupenga Work Programme

- a. Managing programme reporting – keeping track of progress, problem solving where needed and taking corrective actions to ensure requirements are met
 - b. Ensuring there are detailed activity plans for all programme initiatives, and the overall programme is properly balanced and sequenced
 - c. Continually reviews and considers programme improvements and effectively and consistently identifies and manages risk
 - d. Managing ministerial enquiries, Official Information Act requests, briefings and initial unit enquiries related to Māori Innovation Fund and the EMF
 - e. With the Senior Māori Engagement and Communications Manager, prepare project and programme communications and ensure stakeholder communications and engagement are first class throughout the life cycle of the work programme
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Proposal for Change – con't

- The initial final decision was confirmed and informed, that the position of **Investments and Operations Manager** would transition to report to the Investment Director within the Investment Management branch of Kanoa. However, recent developments have led to further changes that affect this decision.
- The Minister for Māori Development, the Minister of Finance, and the Minister for Economic Development have jointly approved the transfer of the **Te Pūnaha Hiringa Māori Innovation Fund (the Fund)** from MBIE to Te Puni Kōkiri (TPK). This transfer, scheduled for October 2024, is solely of the Fund, with TPK utilising its existing resources to manage the associated work.
- As this fund transfer impacts the final decision and your substantive position, I want to outline our proposed changes and the timeline ahead. Although MBIE is unable to consult with you on the decision to transfer the Fund, it is important to keep you informed.
- During the transition, we reviewed the functions of your role, particularly your operational responsibilities within the Te Kupenga Work Programme. These duties no longer constitute a full-time position. In line with the original change decision, these remaining tasks and functions will be redistributed within MBIE.
- Given these developments, we are proposing to disestablish the position of **Investment and Operations Manager** once the Fund is officially transferred.
- This means that your current role would be classified as an 'affected' position during this transition period.

What does it mean to be an affected employee?

Our people are important to us, and we are committed to working with our affected employees to explore other potential opportunities within MBIE and/or in the wider public service.

An affected status means that the employee is considered for:

- Reconfirmation* through a contestable confirmation process (if applicable), and/or
- Reassignment* through an expression of interest process for any suitable vacant positions in the new structure, and/or
- Appointment* to other alternative suitable vacant positions elsewhere in MBIE, as a preferential applicant. Preferential means that the application would be assessed first before any other non-affected internal applicants.

Next steps – Consultation Process

- We are now commencing a two-week consultation period – from 29 August to 12 September 2024
 - You are encouraged to provide feedback to Realignment@mbie.govt.nz during this period.
 - At this stage, everything (outside of the Fund moving to TPK) is a proposal only and any aspect may change as a result of your feedback and suggestions.
 - If you would like a 1:1 meeting with your people leader this can be arranged.
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Proposed Change Process

Consistent with MBIE's employment agreements and recruitment policy, the following information summarises the standard change processes which would apply to any changes confirmed as a result of this consultation process.

This includes reassignment and redeployment.

Reassignment

As part of the consultation process you may be proposed to be "directly reassigned". In these circumstances we are proposing to directly reassign you into a different but substantially similar role.

For direct reassignment to apply:

- The new or revised position description has been assessed as comparable to your current position and any change of duties are not so significant as to be unreasonable taking account of your skills, abilities and potential to be retrained; and
- You have the required skills, knowledge, experience, and abilities to undertake the position, as well as the potential for retraining on any new or unfamiliar aspects of the position; and
- The 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 you are confirmed to be directly reassigned as part of the final structure you will not need to take any action as you will automatically be directly offered reassignment into the position.

Where there are more affected employees who are a direct match or currently perform a comparable role than the number of positions available in the new structure (i.e., where we are reducing the number of existing positions), then you may be proposed to be subject to "**contestable reassignment**" via an Expression of Interest (EOI) process. In this situation we will use a contestable selection process to determine who is the best fit for the role. This process would be based on selection criteria from within the position description for the role.

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.

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 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:

- Your People Leader
- Your union delegate or representative ([PSA](#)) / ([NUPE](#))
- The [Wellbeing, Health and Safety Team](#)
- Our [Employee Assistance Programme](#) (EAP) which provides support for both work and personal life
- Call or text [1737](#) to access free counselling services from the national telehealth service
- Access your [Te Puna Ora](#) dashboard both at work and remotely using your MBIE login details

Learning support options

Focusing on your personal growth and development is a helpful way to direct your attention during times of change and uncertainty – to reinforce your skills and explore career interests.

There are plenty of resources and directories to explore within MBIE, including:

- [Learn@MBIE](#) which is our central learning platform and holds many free e-learning courses – including a series of e-learning modules focused on [change](#), suitable for all staff.
- [Percipio](#) which is the world's largest online learning library. To access Percipio, select 'team/enterprise subscription' and then enter 'MBIE' in the site name field.
- Explore [MBIE's library](#) which has 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 MBIE's Leadership, Talent and Growth team to discuss your development interests.

Career development support

MBIE's ([Career Services | EAP Services Limited](#)) 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.
