

# Expressions of Interests (EoI) for the Transformation Programme

People-led change, capability building and transparent communication underpin the Transformation Programme and Te Pūkenga operational plans.

Te Pūkenga aims to encourage deep involvement by the sector network to accomplish the objectives of the Transformation Programme. One aspect of this is providing opportunities for our people within the network to be directly involved.










There are a number of roles required across all of the workstreams. In the pages to follow we outline these roles and how you may choose to apply. While ideally you will have the competencies as set out in the role profile, if not – you must be able to demonstrate how your skills and experience will be transferable to the role and be prepared to work hard and fast to get up to speed, with our support.

**All roles** within Te Pūkenga require engaging with Māori, hapū and iwi. You will need to demonstrate Māori-Crown relations capability; support the partnering approach that Te Pūkenga works to, and be a committed and active champion for Equity.

These role opportunities will suit you if you are high performing and determined, like to work at pace, value concrete results and the delivery of high quality outputs.



These are the workstreams that Te Pūkenga is looking to resource over the next phase.

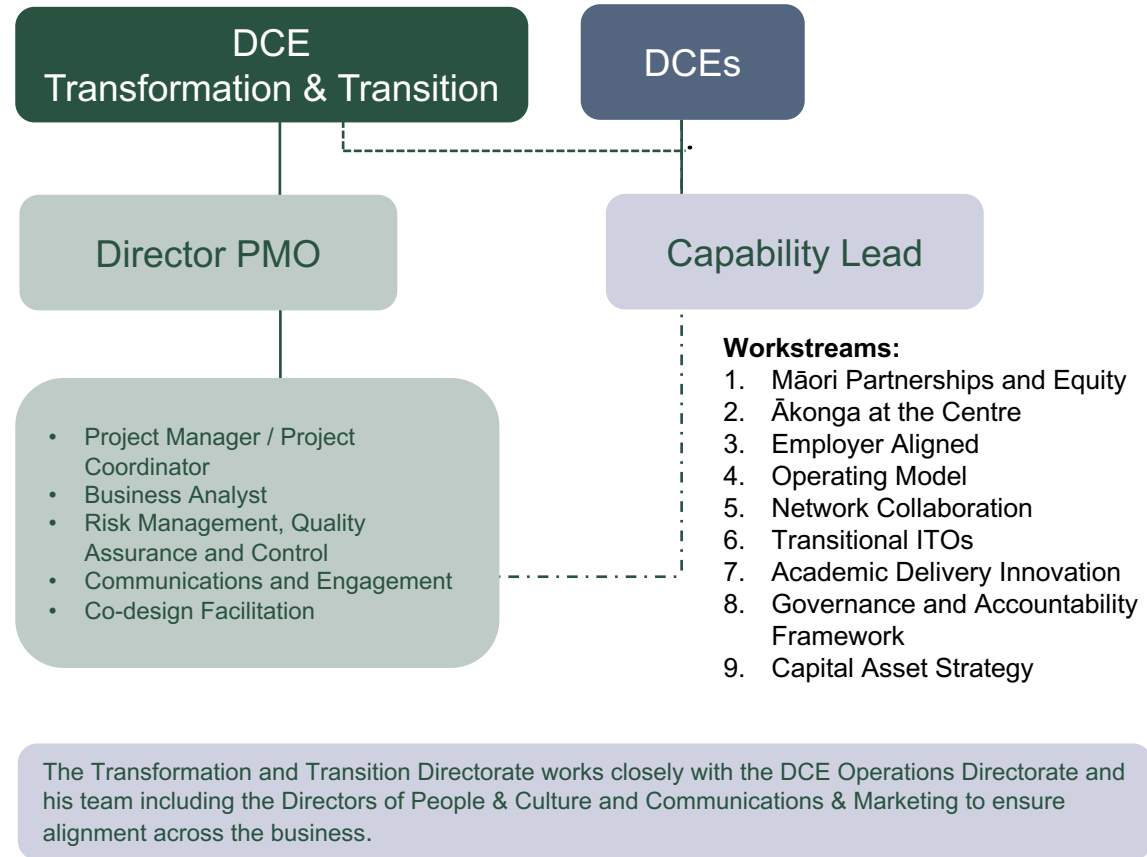
	TRANSFORMATION PROGRAMME						CORE CAPABILITY & ENABLING PROJECTS		
Te Pūkenga Workstreams									
	<b>Mana Ōrite</b> <i>Māori Partnership &amp; Equity</i>	<b>Ko te Ākonga te Putake</b> <i>Ākonga at the Centre</i>	<b>Hāngai ki te Kaitukumahi</b> <i>Employer Aligned</i>	<b>Whakaumu i te ako</b> <i>Operating Model</i>	<b>Ahumahi, Ahuako</b> <i>TITO Transition &amp; Workbased Learning</i>	<b>He Tukunga Auaha</b> <i>Academic Delivery Innovation</i>	<b>Whātui Mahi Tahī</b> <i>Network Collaboration</i>	<b>Mana Tiaki, Manu Mātai</b> <i>Governance &amp; Accountability Framework</i>	<b>Tātai Rawa</b> <i>Capital Asset Strategy &amp; Network Stabilisation</i>
Objectives	Te Pūkenga is centred on inclusivity and equity for all learners and their Whānau								
	Ensure our systems and services work well for Māori; and respond with excellence to the priorities of Māori learners and their whānau, and to the wider aspirations of hapū and Māori hāpori throughout Aotearoa; in accordance with Te Tiriti o Waitangi.  In our work practice we will co-design approaches that meet Ka Hikitia expectations with Māori, to facilitate Māori succeeding as Māori throughout vocational education.	Develop learner journey maps and undertake analytics to inform the design of our future operating model.  Ensure the unique needs of ākonga, including Māori, Pacific Peoples, disabled and other under-served learners, are met through co-design with our learners, their whānau and our stakeholders.  Develop momentum strategies that Te Pūkenga can implement as we transition to the new operating model.	Develop employer journey maps and undertake analytics to inform the design of the future operating model.  Ensure the needs of employers are aligned throughout the wider transformation programme.  Develop momentum strategies that Te Pūkenga can implement as we transition to the new operating model.	In partnership with Māori design the institute's new operating model which will form the blueprint that achieves equity for Māori, places learners at the centre and is employer aligned.  Develop an implementation plan that will take Te Pūkenga from its current state to the future state.	Develop a practical implementation plan to transition TITO arranging training function and capability. Develop Te Pūkenga readiness to provide <u>work-based</u> learning.  Consider and address the key operational risks associated with any transition of TITOs to Te Pūkenga.  Integrate arranging training function and capability into Te Pūkenga operating model.	Design and plan our qualification and regulatory framework to support the transformation of our teaching and learning models.  Support deeper and wider engagement with academic staff to support change (Discipline Forums).	Support collaboration of efficiency gains across the network.  Respond to COVID-19 training skills and needs development.  Improve accessibility for learners across the sector (i.e. Technology Access Fund).  Support a reset of Internationalisation strategy against the post COVID-19 environment.	Design and develop functions of the new entity that can effectively monitor consolidated performance of the group.  Development of the Te Pūkenga Investment Plan.  Establish Staff and Learner Committees	Physical footprint assessment and evaluation.  Progress the development of a capital asset management policy and strategy, an asset management information system, and a sector-wide improvement plan.
Letter of Expectation Reference	Te Tiriti o Waitangi partnership guides our decision-making processes								
	EXPECTATION 1 Te Tiriti o Waitangi	EXPECTATION 2 Ākonga at the centre	EXPECTATION 6 Accountable to all stakeholders	EXPECTATION 5 Striking the right balance – delivering transformative change and core business	EXPECTATION 3 Collaborative working	EXPECTATION 2 Learners at the centre	EXPECTATION 3 Collaborative working  EXPECTATION 4 Quality International education	EXPECTATION 6 Accountable to all stakeholders	EXPECTATION 2 Ākonga at the centre

# Transformation Programme - Structure

The organisational structure of the Transformation Programme is purposefully designed to be lean. Each position will need to work together with the whole team, irrespective of which area they work in, to achieve the organisational goals.

- The DCE Transformation and Transition is responsible for the Transformation Programme.
- Each DCE is responsible for the success of their areas.
- Each workstream is sponsored by one of the DCEs.
- The Capability Lead reports to the sponsoring DCE.
- The Project Managers, Coordinators and support roles report to the Director of the PMO.

**Please note while these roles are expressed as full-time we will consider part-time / proportional expressions of interest to allow staff to maintain a proportion of their substantive role with their subsidiary or TITO for continuity. We will work that through with the individual and their organisation through the selection process.**



# Transformation Roles & Responsibilities

Role	Responsibilities	Vacancy	Workstream
<b>Workstream Capability Leads</b>	<ul style="list-style-type: none"> <li>Lead the workstream and resources to deliver the anticipated deliverables and benefits, within timeframes and to budget</li> <li>Lead stakeholder engagement</li> <li>Deliver day-to-day workstream: plan, control, monitor, assess, report, conclude</li> </ul>	<ul style="list-style-type: none"> <li>1 FTE</li> <li>1 FTE</li> <li>January start date.</li> </ul>	<ul style="list-style-type: none"> <li>Employer Aligned</li> <li>Academic Delivery Innovation</li> </ul>
<b>Project Manager / Coordinator</b>	<ul style="list-style-type: none"> <li>Support the Capability Lead to manage and coordinate workstream activity and maintain project quality control.</li> <li>Responsibility for the monitoring and reporting of progress against milestones of the substantial workstreams</li> <li>Resource, Budget and Risk Management</li> <li>Responsible for maintaining the project schedule and assessing against RAG status</li> <li>Develops reports against workstream progress</li> <li>Maintains RAID log and risk register</li> </ul>	<ul style="list-style-type: none"> <li>5 FTE Project Managers</li> <li>5 FTE Project Coordinators</li> <li>January start date.</li> <li><b>Transitional ITOs and COVID-19 Projects have an urgent need, we will look to fill these positions first.</b></li> </ul>	<ul style="list-style-type: none"> <li>Māori Partnership and Equity</li> <li>Transitional ITOs</li> <li>COVID-19 Project</li> <li>Employer Aligned</li> <li>Academic Delivery Innovation</li> <li>Network Collaboration</li> </ul>
<b>Co-design Facilitator</b>	<ul style="list-style-type: none"> <li>Facilitates co-design workshops across the transformation programme.</li> <li>Supports capability development of Te Pūkenga staff in co-design facilitation.</li> </ul>	<ul style="list-style-type: none"> <li>1 FTE</li> <li>January start date.</li> </ul>	<ul style="list-style-type: none"> <li>Works across all workstreams</li> </ul>
<b>Business Analyst</b>	<ul style="list-style-type: none"> <li>Develops data sets and process maps against the programme and workstreams.</li> <li>Applies equity lens against data analytics</li> </ul>	<ul style="list-style-type: none"> <li>3 FTE</li> <li>January start date.</li> </ul>	<ul style="list-style-type: none"> <li>Works across all workstreams</li> </ul>
<b>Risk Management &amp; Quality Assurance &amp; Control</b>	<ul style="list-style-type: none"> <li>Works with leads to identify risks and manage risk register, mitigation, controls and treatment</li> <li>Maintains quality control documentation</li> <li>Develops and implements quality assurance plan</li> <li>Maintains project methodology controls and documentation</li> <li>Manages Independent Quality Assurance relationship</li> </ul>	<ul style="list-style-type: none"> <li>1 FTE</li> <li>January start date.</li> </ul>	<ul style="list-style-type: none"> <li>Works across all workstreams</li> </ul>
<b>Communications Specialist</b>	<ul style="list-style-type: none"> <li>Develops communication updates for wider stakeholders on progress against the transformation programme</li> </ul>	<ul style="list-style-type: none"> <li>1 FTE</li> <li>January start date.</li> </ul>	<ul style="list-style-type: none"> <li>Works across all workstreams</li> </ul>
<b>Administration Support</b>	<ul style="list-style-type: none"> <li>Supports logistics, minute taking, event management, travel and accommodation</li> <li>Supports artefact filing, records management.</li> </ul>	<ul style="list-style-type: none"> <li>1 FTE</li> <li>January start date.</li> </ul>	<ul style="list-style-type: none"> <li>Works across all workstreams</li> </ul>

# Workstream Capability Lead – Role Profile

## Purpose

The Workstream Capability Lead will take the lead on managing a Te Pūkenga Workstream – coordinating people and activities to ensure the workstream deliverables are achieved on time and produce the desired results. They are the go-to person for everything involving a workstream, including stakeholder engagement, reporting, delivery, budgets and quality.

## Be

- Committed to the reform and the Charter of Te Pūkenga
- Able to ensure mahi is aligned to Te Pae Tawhiti (Tiriti Excellence Framework)
- A broad and innovative thinker, willing to challenge the status quo and lead the design and implementation of fresh ideas that will deliver our aspirational future vision
- Committed to and capable of partnering with Māori, iwi, hapū and engaging with key stakeholders in order to deliver exceptional and equitable outcomes
- An adaptable and flexible team player with a good sense of humour, with excellent communication and people skills

## Do

- Understand the objectives of the workstream and their importance to the learner and other key stakeholders. Lead the initiation, planning, design and delivery of the workstream to support those outcomes and ensure effective change transition to BAU
- Develop and manage workstream scope, budgets, benefits and deliverables, involving and engaging with all relevant stakeholders
- Manage and report on workstream performance and metrics using appropriate systems, tools and techniques – as required by PMO
- Representing the workstream on governance boards, as required
- Communicate with the team and ensure all members are on board with delegated tasks
- Highlight potential risks and act proactively to resolve issues
- Engage with and contribute to the success of the PMO through knowledge sharing and problem solving
- Ensure knowledge and understanding of Health, Safety and Wellbeing practices of Te Pūkenga

## Have

- A strong knowledge and experience base from the Vocational Education sector
- Proven ability to lead significant projects from design to successful delivery
- Experience in or exposure to a range of project and change methodologies (e.g. Agile, Waterfall, PROSCI)
- Excellent relationship management skills
- Excellent written and verbal communication skills
- Solid organisational skills including attention to detail and multi-tasking skills

# Project Manager – Role Profile

<b>Purpose</b>	<p>The Project Manager will support the Capability Lead on larger more involved workstreams to ensure the management and coordination of the workstream is on time, on budget. – coordinating people and activities to ensure the workstream deliverables are achieved on time and produce the desired results. They are the go-to person for the Capability Lead ensuring everything involving the workstream is planned, reported against and documented following project management methodology.</p>
<b>Be</b>	<ul style="list-style-type: none"><li>• Committed to the reform and the Charter of Te Pūkenga</li><li>• Able to ensure mahi is aligned to Te Pae Tawhiti (Tiriti Excellence Framework)</li><li>• A natural problem solver, able to think laterally and work across the programme supporting the Executive to meet project deliverables.</li><li>• Committed to and capable of partnering with Māori, iwi, hapū and engaging with key stakeholders in order to deliver exceptional and equitable outcomes</li><li>• An adaptable and flexible team player with a good sense of humour, with excellent communication and people skills</li></ul>
<b>Do</b>	<ul style="list-style-type: none"><li>• Support the delivery of day-to-day workstream project responsibilities: plan, control, monitor, assess, report, conclude</li><li>• Prepare the Project Plan and agree it with the Workstream Capability Lead and PMO. Monitor delivery progress against plan and produce regular reports as agreed with the PMO</li><li>• Plan, monitor and manage the project's work and associated workstream budget with the Director PMO</li><li>• Take responsibility for the progress of the workstream activities and use of resources. Initiate corrective action where necessary.</li><li>• Identify and advise the Workstream Capability Lead and PMO of any issues and risks associated with the workstream delivery plan</li><li>• Advise the Workstream Capability Lead of any deviations from the plan, recommend corrective action, and help to prepare any appropriate exception plans</li><li>• Liaise with any Programme Quality/Assurance and PMO support roles</li><li>• Ensure that quality activities relating to the team's work are planned and performed correctly and are within agreed tolerances</li><li>• Manage specific issues and risks as directed by the Workstream Capability Lead</li></ul>
<b>Have</b>	<ul style="list-style-type: none"><li>• A strong knowledge and experience base from the Vocational Education sector</li><li>• Proven ability to lead significant projects from design to successful delivery</li><li>• Experience in or exposure to a range of project and change methodologies (e.g. Agile, Waterfall, PROSCI)</li><li>• Excellent relationship management skills</li><li>• Excellent written and verbal communication skills</li><li>• Solid organisational skills including attention to detail and multi-tasking skills</li></ul>



# Project Coordinator – Role Profile

<b>Purpose</b>	<p>The Project Coordinator will support the Capability Lead to ensure the management and coordination of the workstream is on time, on budget and appropriately documented according to project management methodologies.</p>
<b>Be</b>	<ul style="list-style-type: none"><li>• Committed to the reform and the Charter of Te Pūkenga</li><li>• Able to ensure mahi is aligned to Te Pae Tawhiti (Tiriti Excellence Framework)</li><li>• A natural problem solver, able to think laterally and work across the programme supporting the Executive to meet project deliverables.</li><li>• Committed to and capable of partnering with Māori, iwi, hapū and engaging with key stakeholders in order to deliver exceptional and equitable outcomes</li><li>• An adaptable and flexible team player with a good sense of humour, with excellent communication and people skills</li></ul>
<b>Do</b>	<ul style="list-style-type: none"><li>• Support the delivery of day-to-day workstream project responsibilities: plan, control, monitor, assess, report, conclude</li><li>• Assist the Capability Lead to prepare the Project Plan and agree it with the PMO. Monitor delivery progress against plan and produce regular reports as agreed with the PMO</li><li>• Identify and advise the Workstream Capability Lead and PMO of any issues and risks associated with the workstream delivery plan</li><li>• Advise the Workstream Capability Lead of any deviations from the plan and help to prepare any appropriate exception plans</li><li>• Liaise with any Programme Quality/Assurance and PMO support roles</li><li>• Ensure that quality activities relating to the team's work are planned and performed correctly and are within agreed tolerances</li><li>• Manage specific issues and risks as directed by the Workstream Capability Lead</li></ul>
<b>Have</b>	<ul style="list-style-type: none"><li>• A strong knowledge and experience base from the Vocational Education sector</li><li>• Proven ability to coordinate projects from design to successful delivery</li><li>• Experience in or exposure to a range of project and change methodologies (e.g. Agile, Waterfall, PROSCI)</li><li>• Excellent relationship management skills</li><li>• Excellent written and verbal communication skills</li><li>• Solid organisational skills including attention to detail and multi-tasking skills</li></ul>

# Change Communications Specialist– Role Profile

<b>Purpose</b>	<p>The Change Communications Specialist will support the transformation team to effectively communicate progress against the Transformation Programme to our wider stakeholders with a specific focus on people-led change. The approach will need to be dynamic, agile and have an extensive reach through multiple channels, and be appropriate and effective within the bicultural context of Aotearoa</p>
<b>Be</b>	<ul style="list-style-type: none"><li>• Committed to the reform and the Charter of Te Pūkenga</li><li>• Able to ensure mahi is aligned to Te Pae Tawhiti (Tiriti Excellence Framework)</li><li>• A confident communicator, able to build and manage key relationships through complex transformation</li><li>• Committed to and capable of partnering with Māori, iwi, hapū and engaging with key stakeholders in order to deliver exceptional and equitable outcomes</li><li>• An adaptable and flexible team player with a good sense of humour, with excellent communication and people skills</li></ul>
<b>Do</b>	<ul style="list-style-type: none"><li>• Manage the development of stakeholder facing, strategic change communication deliverables in partnership/collaboration with the Director Marketing and Communications.</li><li>• Develop and manage change communication plans throughout the transformation programme</li><li>• Design, develop and deliver high quality communications for targeted audiences using appropriate media, such as CE announcements, web page content and media articles</li><li>• Develop and implement methodology to effectively monitor, track and report against a range of key stakeholder relationships throughout the change process</li><li>• Help grow stakeholder awareness and confidence in Te Pūkenga's transformation programme, using a range of platforms to successfully engage with different stakeholders</li><li>• Regularly liaise with capability leads and executive team to ensure knowledge of workstream progress is kept up to date and change communication needs are identified and responded to in a timely matter</li><li>• Successfully manage stakeholder communication risks and issues, implementing mitigating activities as appropriate, and escalating where required</li></ul>
<b>Have</b>	<ul style="list-style-type: none"><li>• A strong knowledge and experience base from the Vocational Education sector</li><li>• Deep understanding of communication and engagement trends, methodology and digital communications.</li><li>• Strong knowledge and experience base in Māori communications, Pasifika communications, and/or experience in diversity and inclusion markets.</li><li>• Experience working on large scale, complex change and transformation projects</li><li>• Excellent relationship management skills, in particular the ability to engage and influence senior stakeholders</li><li>• Ability to develop communications in a range of media, including written, graphic, web, social media and face to face channels</li><li>• Good project management skills and a proven ability to prioritise and manage tasks in a demanding work environment</li><li>• Solid organisational skills including attention to detail and multi-tasking skills</li></ul>



# Business Analyst – Role Profile

<b>Purpose</b>	<p>The Business Analyst will support the transformation team to communicate with all stakeholders and to elicit, analyse and validate the requirements for changes to business processes, information systems, and policies. In particular a specific focus on the ability to gather and analyse data applying a Māori equity and/or kaupapa Māori lens.</p>
<b>Be</b>	<ul style="list-style-type: none"><li>• Committed to the reform and the Charter of Te Pūkenga</li><li>• Able to ensure mahi is aligned to Te Pae Tawhiti (Tiriti Excellence Framework)</li><li>• A confident communicator, able to build and manage key relationships through complex transformation</li><li>• Committed to and capable of partnering with Māori, iwi, hapū and engaging with key stakeholders in order to deliver exceptional and equitable outcomes</li><li>• An adaptable and flexible team player with a good sense of humour, with excellent communication and people skills</li></ul>
<b>Do</b>	<ul style="list-style-type: none"><li>• Work in cooperation with the PMO and work on more than one project at a time and so must constantly reevaluate their priorities and deadlines</li><li>• Gain an understanding of the organization's business processes relevant to the project's goals</li><li>• Document processes to help refine the problem the project is trying to solve; documentation almost always involves diagrams modeling how work is done. Simplicity is key.</li><li>• Figuring out how the actual work differs from established policy, procedures and protocols</li><li>• Brainstorm requirements a solution needs to have and participate in requirements gathering to ensure their knowledge has as much depth and context as possible</li><li>• Flesh out the details of a business solution, which requires a good understanding of how technological solutions are implemented.</li><li>• Present the information back with professionalism, at a high standard and suitable for presentation from a wider communication tool perspective to Governance.</li></ul>
<b>Have</b>	<ul style="list-style-type: none"><li>• A strong knowledge and experience base from the Vocational Education sector</li><li>• Deep understanding of business analysis tools</li><li>• Experience working on large scale, complex change and transformation projects</li><li>• Excellent relationship management skills, in particular the ability to engage and influence senior stakeholders</li><li>• Ability to develop reports and process maps simply and quickly.</li><li>• Solid organisational skills including attention to detail and multi-tasking skills</li><li>• Be a team player ready and willing to roll their sleeves up.</li></ul>

# Risk, Quality Assurance & Control – Role Profile

<b>Purpose</b>	<p>The Risk Management and Quality Assurance role will support the transformation team to ensure risks are identified, managed, mitigated and reported on. They will ensure the project quality controls are in place, that the workstream capability leads, project managers and coordinators are completing the required documentation and work with those that need support.</p>
<b>Be</b>	<ul style="list-style-type: none"><li>• Committed to the reform and the Charter of Te Pūkenga</li><li>• Able to ensure mahi is aligned to Te Pae Tawhiti (Tiriti Excellence Framework)</li><li>• A confident communicator, able to build and manage key relationships through complex transformation</li><li>• Committed to and capable of partnering with Māori, iwi, hapū and engaging with key stakeholders in order to deliver exceptional and equitable outcomes</li><li>• An adaptable and flexible team player with a good sense of humour, with excellent communication and people skills</li></ul>
<b>Do</b>	<ul style="list-style-type: none"><li>• Work in cooperation with the PMO and work on more than one project at a time and so must constantly reevaluate their priorities and deadlines.</li><li>• Maintain quality control by working with the PMO and Project Managers to evaluate how well projects are meeting quality standards.</li><li>• Maintain quality assurance by ensuring that the product is produced in the right way. Being proactive and concerned about the processes and activities during the development of deliverables.</li><li>• Work with the PMO to define quality requirements during the quality planning process applying project control tools and techniques.</li><li>• Work with the PMO, Capability Leads, Project Managers and Coordinators to conduct assessments to define and analyse possible risks, evaluate the gravity of each risk by considering its consequences.</li><li>• Develop audit processes and procedures, risk management controls and systems, design processes to eliminate or mitigate potential risks.</li><li>• Create contingency plans to manage crises.</li><li>• Evaluate employees' risk awareness and train them when necessary.</li><li>• Present the information back with professionalism, at a high standard and suitable for presentation from a wider communication tool perspective to Governance.</li></ul>
<b>Have</b>	<ul style="list-style-type: none"><li>• A strong knowledge and experience base from the Vocational Education sector</li><li>• Deep understanding of business analysis tools</li><li>• Experience working on large scale, complex change and transformation projects</li><li>• Excellent relationship management skills, in particular the ability to engage and influence senior stakeholders</li><li>• Ability to develop reports and process maps simply and quickly.</li><li>• Solid organisational skills including attention to detail and multi-tasking skills</li><li>• Be a team player ready and willing to roll their sleeves up.</li></ul>

# Co-design Facilitator – Role Profile

<b>Purpose</b>	<p>The Co-design Facilitator role will support the transformation team as a co-creation and human centred design expert, capability developer, role model, coach and mentor for staff across Te Pūkenga and its subsidiaries and the TITOs.</p>
<b>Be</b>	<ul style="list-style-type: none"><li>• Committed to the reform and the Charter of Te Pūkenga</li><li>• Able to ensure mahi is aligned to Te Pae Tawhiti (Tiriti Excellence Framework)</li><li>• A confident communicator, able to build and manage key relationships through complex transformation</li><li>• Committed to and capable of partnering with Māori, iwi, hapū and engaging with key stakeholders in order to deliver exceptional and equitable outcomes</li><li>• An adaptable and flexible team player with a good sense of humour, with excellent communication and people skills</li></ul>
<b>Do</b>	<ul style="list-style-type: none"><li>• In a collaborative, competent, empathetic manner work effectively with diverse teams. Able to lean into the uncertainty of the co-design process and support others to do so too.</li><li>• Break down silos and unite others around a common goal.</li><li>• Bring passion to understanding the needs of stakeholders across New Zealand and using insights to facilitate co-design solutions, always keeping the learner at the centre with the confidence and communication skills to work alongside employers, community, Maori, hapū, iwi and staff from TITOs and subsidiary ITPs across NZ</li><li>• Systems thinking is used to make sense of complex information, identifying key insights to carry forward and understanding the system level change required through implementation</li><li>• Translate research into design direction and frame challenges that set the course for services, products, systems and experiences that will make a tangible impact.</li><li>• Design frameworks for co-design projects and can facilitate the co-creation required to drive innovation and navigate implementation.</li></ul>
<b>Have</b>	<ul style="list-style-type: none"><li>• A strong knowledge and experience base from the Vocational Education sector</li><li>• Experience in changing the way people work by bringing together cross functional teams and navigating them through ambiguity, creative thinking and tactical execution whilst having empathy for those they are engaging with</li><li>• Open minded and have a bias towards action, enabling diverse teams to bring possibilities to life through rapid prototyping and continuous feedback through user and stakeholder feedback</li><li>• Not afraid to tackle complex strategic work and can clearly present and articulate in a way that compels stakeholders to see things differently</li><li>• Excellent relationship management skills, in particular the ability to engage and influence senior stakeholders</li><li>• Ability to develop reports and process maps simply and quickly.</li><li>• Solid organisational skills including attention to detail and multi-tasking skills</li><li>• Be a team player ready and willing to roll their sleeves up.</li></ul>

# How to express interest

We need to be flexible to include staff across our wide network in these workstreams. We will work together with the subsidiary or Transitional Industry Training Organisation (TITO) to determine how best to provide the opportunity for the right candidate for these roles, to ensure success of the Transformation Programme, as well as allowing subsidiaries and TITOs to backfill positions where necessary.

To express interest we ask that staff complete the [EOI Form here](#). They may choose to either send us a link to their LinkedIn profile through the form or send a CV to [pmo@tepukena.ac.nz](mailto:pmo@tepukena.ac.nz). For the Project Manager roles for TITO Transitions and COVID-19 we require your expression of interest by **12 noon, Wednesday 18 November**. For all other roles we require your expression of interest **by 12 noon, 30 November**.

We ask that staff have the endorsement of their line manager prior to applying for any roles. We will then shortlist the applications and before requesting an interview, discuss those applications with the subsidiary and TITO People and Culture Department prior to contacting them for an interview.

***Please note that all roles will be fixed-term secondment roles up to November 2021 (potentially a 12 month term depending on the individual needs of the individual seconded, the subsidiary ITP, the TITO and the Transformation Programme). The roles can be proportional to ensure continuity of substantive roles during the period of secondment. Start dates will be negotiated with the successful candidate and the Subsidiary ITP or TITO.***

***No permanent roles are being filled through this Eoi process.***

# Timeline of the process

Date	Activity
23 October 2020	Transition Pathway and Programme Overview distributed for Subsidiaries and TITOs
5 November 2020	Expression of Interest slide pack distributed to CEs, HR Directors and Communications Managers
<b>18 November 2020</b>	<b>Closing date for applicants to send a covering letter and their CV for the TITO Transitions and COVID-19 Project Management roles</b>
20 November 2020	Expressions shortlisted and interviews arranged
27 November 2020	Interviews completed and positions confirmed, start dates negotiated.
<b>30 November 2020</b>	<b>Closing date for applicants to send covering letter and their CV for all other roles</b>
4 December 2020	Interviews commence
11 December 2020	Positions confirmed
11 January 2020	Start date of confirmed secondments and employees

We will look to start the Project Managers for TITO Transitions and COVID-19 as soon as possible in 2020.

**Please note:** These are initial FAQ's as they may be added to and/or slightly amended as we progress in how to best operate these secondments.

# Frequently Asked Questions

Below are some of the key questions relating to Te Pūkenga secondment opportunities. There may be exceptions to what is outlined below but it is anticipated these would be rare.

**1. Does the ITP or TITO need to provide approval for one of its people to be seconded to Te Pūkenga?**

Yes, prior to any secondment offer being finalised, Te Pūkenga will be ensuring the secondment terms are acceptable to the ITP or TITO. In addition, Te Pūkenga will be asking staff to ensure their Home Manager endorses any application they submit for a secondment opportunity.

**2. Will Te Pūkenga cover any costs incurred by a subsidiary ITP or TITO, including recruiting backfill, if someone is seconded to Te Pūkenga?**

The remuneration of any staff member seconded to Te Pūkenga will be paid by Te Pūkenga. The ITP and TITO will maintain responsibility for the payment of remuneration but Te Pūkenga will reimburse the subsidiary on receipt of a monthly invoice from the ITP or TITO.

**3. How will secondees be paid?**

ITPs and TITOs will retain responsibility for the payment of salaries.

**4. Will staff seconded to Te Pūkenga get an increase in remuneration?**

It is anticipated that in most circumstances, there will be no change in remuneration for staff who take a secondment opportunity with Te Pūkenga. There may however, be exceptions where staff are seconded to roles where an increase in remuneration is considered appropriate as a reflection of the responsibilities of the role being undertaken.

**5. Can anyone apply for a secondment opportunity within Te Pūkenga?**

Any permanent or fixed term staff member can express an interest or apply for a secondment with Te Pūkenga. Te Pūkenga will outline the skills and experience required for any secondment opportunities and staff should only apply if they meet any criteria specified.



**Please note:** These are initial FAQ's as they may be added to and/or slightly amended as we progress in how to best operate these secondments.

# Frequently Asked Questions

## **6. How will people find out about secondment opportunities?**

In most cases, it is intended that secondment opportunities will be advertised through information being sent to TITO and ITP CEs who will then be asked to advise their staff of the opportunities through their standard internal advertising channels.

## **7. Does a TITO and ITP need to hold the role of any secondee open while they are on secondment?**

Yes. It is expected that at the end of any secondment, staff will return to their TITO or ITP and their substantive role. Seconded staff must be consulted with if any changes are proposed within an ITP or TITO that may have an impact on their substantive role.

## **8. What if changes are proposed within an ITP or TITO that potentially impact on a secondee's role while they are on secondment?**

The ITP or TITO will be responsible for ensuring any seconded staff member is consulted with if any changes are proposed that may have an impact upon their substantive role.

## **9. Will staff continue to be covered by their existing terms and conditions while on secondment?**

Yes. There will be no changes to substantive terms and conditions but any minor variations required due to the nature of the secondment opportunity will be clearly outlined in the secondment offer but would not be contrary to the applicable employment agreement.

## **10. What happens when secondees take leave while on secondment?**

The ITP and TITO must be notified by Te Pūkenga of any leave taken (paid or unpaid) while the staff member is on secondment and this will be recorded in the HR system of the home ITP or TITO. The home TITO or ITP will advise Te Pūkenga if any leave entitlements have been or are close to being reached.

## **11. Do secondees need to bring their own equipment (eg laptop)?**

This may be requested where, following a discussion, it is deemed both appropriate and mutually beneficial but Te Pūkenga will ensure the provision of the required tools where this is not the case.

## **12. Will Te Pūkenga cover any travel or other costs directly associated with the secondment?**

Yes. Te Pūkenga will arrange and cover the costs of any travel and accommodation required in carrying out the responsibilities of the secondment.

**Please note:** These are initial FAQ's as they may be added to and/or slightly amended as we progress in how to best operate these secondments.

# Frequently Asked Questions

## **13. What will happen if a secondment is only for part-time hours?**

In this case a secondee will share their time between their substantive role and their seconded role. How this arrangement will function will be discussed and agreed through the application process and outlined in any secondment offer letter.

## **14. What if either party wish to end a secondment earlier than originally planned?**

There will be a notice period outlined in any secondment offer outlining the conditions by which either party can give notice to the other of the secondment needing to end.

## **15. What do you need to do when you return to your role at the completion of your secondment?**

This will be at the discretion of the TITO and ITP, but in order to maximise the value of the secondment, it is recommended that opportunities be sought within the TITO and ITP where the learning and insights obtained by staff who have completed secondments can be shared and applied for the benefit of the TITO and ITP.