



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



**MINISTRY OF SOCIAL
DEVELOPMENT**
TE MANATŪ WHAKAHIATO ORA

Final Decisions - Skills and Employment functions transition to MSD

14 June 2021

Foreword

Kia ora koutou

Thank you for your feedback on the proposal document – it was great to get your views and perspective through the consultation process on how we best position the teams in MSD, and that has influenced this decision.

As you know, the programmes will remain standalone initiatives with no changes to their overall intent or function. There are opportunities for programme expansion, so thank you so much for taking the time to provide feedback. This is a work in progress – now that we have the structure outlined in this document, it's time for MSD to welcome you into the whanau and work together to make sure the programmes fit in with other government skills, in training and employment initiatives to deliver the best possible outcomes for New Zealanders now and in the future.

The MBIE and MSD leadership teams are both committed to supporting you through the transition, and making sure there is as little disruption as possible for you and your stakeholders.

We want to thank you again for your hard mahi and commitment to the successful delivery of these programmes. You help to create opportunities for New Zealanders and make a real difference in our society. Let's work together to make sure that continues.

Ngā mihi nui

Liz Jones, Acting DCE Service Delivery, MSD and Robert Pigou, DCE and Head of Kānoa – Regional Economic Development & Investment Unit, MBIE

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Our Transition Principles

In order to ensure a smooth transition, we felt it was important to have these principles in place all the way through that would guide the team in its decision making and stay true to the intent of the programmes.

People focused: We will support our people in the transition. We acknowledge the expertise of the people managing the programmes and both agencies will prioritise the wellbeing and care of all our people throughout the transition process.

Seamless delivery: We will ensure that there is a seamless transition of contracts with no disruption to providers or clients. We will communicate effectively with our people in both agencies (engage, communicate and listen).

Programmes: The policy and design intent of the programmes will not change through this transition process.

Feedback at a glance

We received 10 submissions:

- 7 individual submissions, and
- 3 group submissions.

We would like to thank you for all of your well considered submissions. We did receive a lot of ideas about the future and we are looking forward to working through these with you after you transition.

The feedback we received canvassed a number of areas and included:

- The team leader role within the He Poutama Rangatahi and Māori Trades and Training Fund. Submissions were made on having clarity of the function of this role and provided several options for the reporting line.
- The structure within the Jobs and Skills Hubs, consistency of job titles and opportunities to further develop the operating model.
- Comments on collaboration and determining ‘business as usual’ processes with MSD teams.
- A few submissions recommended further changes to the operating model and structure. We would like to spend more time to understand and consider these ideas with you after the transition.

A summary of the feedback is provided at the end of this document.

Changes as a result of feedback

New Positions

Team Leader – this is a new role reporting to the Manager He Poutama Rangatahi/Māori Trade and Training Fund. This role will be fixed term initially until 30 June 2022 and will have the Māori Trade and Training Fund positions reporting to it.

Manager Jobs and Skills Hub – this is a new permanent position established to oversee the Jobs and Skills Hubs programme and will report to the Director.

Director – this is a new permanent position that reports to Group General Manager, Employment, Service Delivery.

Recruitment Facilitator (Northern Hub) – this is a position created through repurposing the vacant Youth/Community Facilitator role reporting to the Transitions Manager.

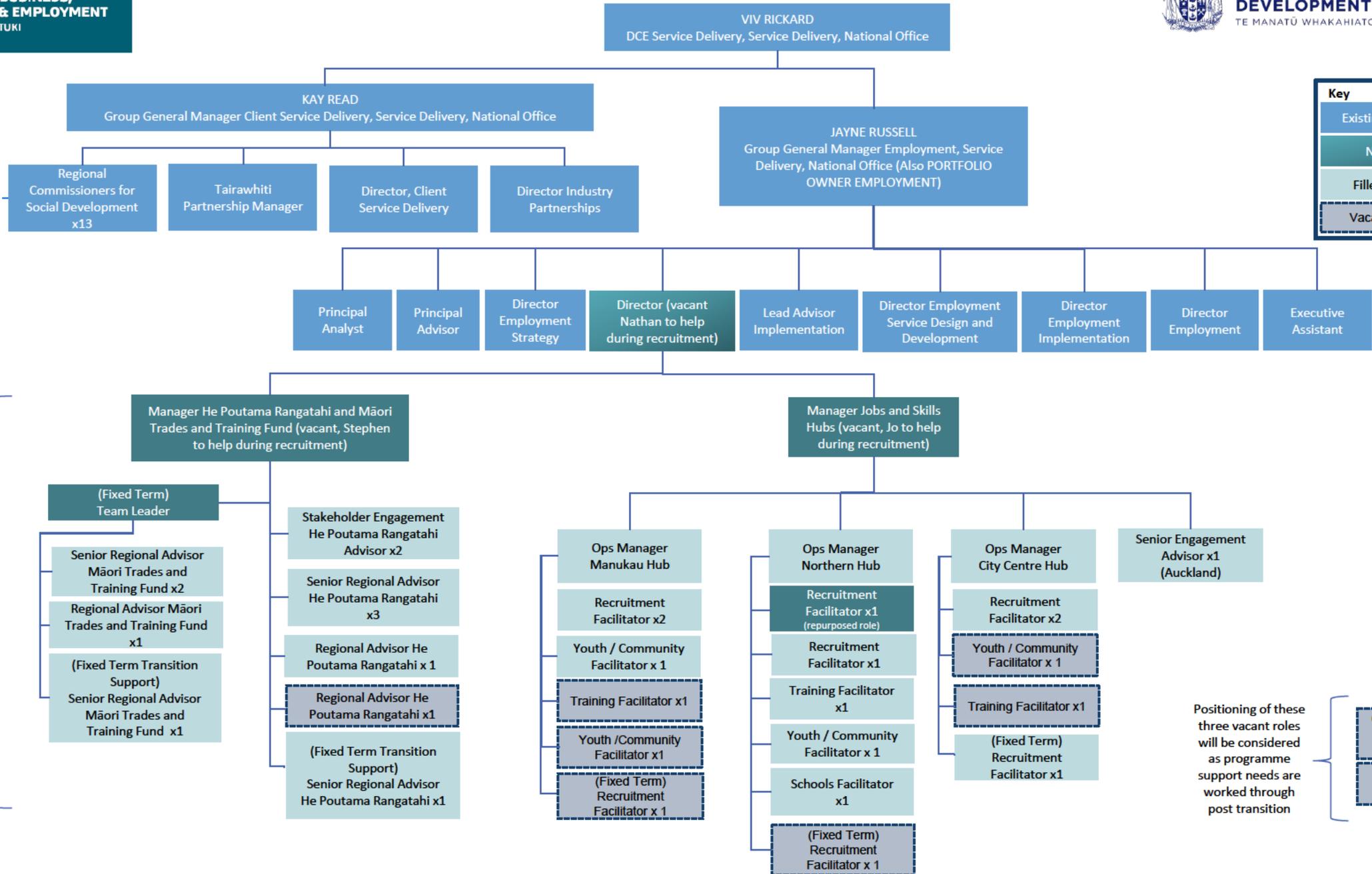
Community Facilitator Manukau change to permanent from fixed term

Title updates

Community Facilitator in Manukau Hub changes to Youth/Community Facilitator

Schools Facilitator in Manukau Hub changes to Youth/Community Facilitator

Jobs and Skills Hub Schools Facilitator in Northern Hub changes to Schools Facilitator



Key

- Existing MSD Role
- New Role
- Filled position
- Vacant Position

All roles will need close relationships with the regional teams to support delivery

Positioning of these three vacant roles will be considered as programme support needs are worked through post transition

- Communications and Marketing Admin x1
- Data Analyst x2

Confirmed impact on current positions

Position	Current Reporting line	Proposed change
He Poutama Rangatahi:		
Stakeholder Engagement Advisor x 2	He Poutama Rangatahi Manager	<i>No Change of reporting line, transitions to Employment, Service Delivery, National Office, MSD (remains Auckland based)</i>
Senior Regional Advisor x 3	He Poutama Rangatahi Manager	<i>No Change of reporting line, transitions to Employment, Service Delivery, National Office, MSD</i>
Regional Advisor x 2 (1 vacant)	He Poutama Rangatahi Manager	<i>No Change of reporting line, transitions to Employment, Service Delivery, National Office, MSD</i>
Data Analyst x1 (vacant)	He Poutama Rangatahi Manager	<i>Location to be confirmed post transition</i>
Senior Regional Advisor (Fixed Term)	He Poutama Rangatahi Manager	<i>No Change of reporting line, transitions to Employment, Service Delivery, National Office, MSD</i>
Manager He Poutama Rangatahi	Director, Skills and Employment	<i>Reporting to Director, Employment, Service Delivery, National Office, MSD and expansion of the role to cover MTTF, change title to Manager He Poutama Rangatahi and Māori Trades and Training Fund</i>
Jobs and Skills Hubs:		
Senior Engagement Advisor x 1	Programme Director - SWEP	<i>Change of reporting line to Manager Jobs and Skills Hubs, Employment, Service Delivery, National Office, MSD (remains Auckland based)</i>
Communications and Marketing Admin x 1 (vacant)	Programme Director - SWEP	<i>Location to be confirmed post transition (remains Auckland based)</i>
Data Analyst x 1 (vacant)	Programme Director - SWEP	<i>Location to be confirmed post transition (remains Auckland based)</i>
Youth / Community Facilitator x 1	Programme Director - SWEP	<i>Change of reporting line to Operations Manager Northern Hub (remains Auckland based)</i>
Jobs and Skills Hub Schools Facilitator x 1	Programme Director - SWEP	<i>Change of reporting line to Operations Manager Northern Hub (remains Auckland based). Title changed to Schools Facilitator</i>

Summary of proposed changes

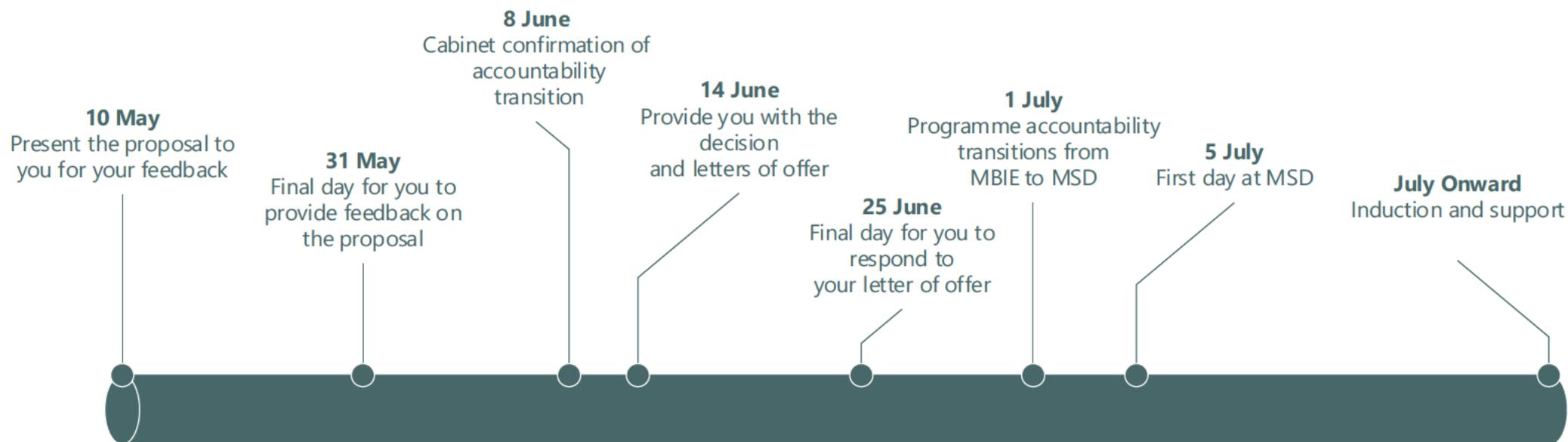
Position	Current Reporting line	Proposed change
Jobs and Skills Hub Operations Manager (Northern Hub) x 1	Transitions Manager	<i>Change of reporting line to Manager Jobs and Skills Hubs, Employment, Service Delivery, National Office, MSD (remains Auckland based)</i>
Jobs and Skills Hub Training Facilitator x 1	Jobs and Skills Hub Operations Manager (Northern Hub)	<i>No change of reporting line, transitions to Employment, Service Delivery, National Office, MSD (remains Auckland based)</i>
Jobs and Skills Hub Recruitment Facilitator x 2 (1 x vacant)	Jobs and Skills Hub Operations Manager (Northern Hub)	<i>No change of reporting line, transitions to Employment, Service Delivery, National Office, MSD (remains Auckland based)</i>
Jobs and Skills Hub Operations Manager (Manukau) x 1	Transitions Manager	<i>Change of reporting line to Manager Jobs and Skills Hubs, Employment, Service Delivery, National Office, MSD (remains Auckland based)</i>
Jobs and Skills Hub Training Facilitator x 1	Jobs and Skills Hub Operations Manager (Manukau)	<i>No change of reporting line, transitions to Employment, Service Delivery, National Office, MSD (remains Auckland based)</i>
Jobs and Skills Hub Recruitment Facilitator x 2	Jobs and Skills Hub Operations Manager (Manukau)	<i>No change of reporting line, transitions to Employment, Service Delivery, National Office, MSD (remains Auckland based)</i>
Jobs and Skills Hub Youth / Community Facilitator x 2 (1 x vacant)	Jobs and Skills Hub Operations Manager (Manukau)	<i>No change of reporting line, transitions to Employment, Service Delivery, National Office, MSD (remains Auckland based) Title change to Youth/Community Facilitator</i>
Jobs and Skills Hub Operations Manager (City)	Transitions Manager	<i>Change of reporting line to Manager Jobs and Skills Hubs, Employment, Service Delivery, National Office, MSD (remains Auckland based)</i>
Jobs and Skills Hub Training Facilitator x 1	Jobs and Skills Hub Operations Manager (City)	<i>No change of reporting line, transitions to Employment, Service Delivery, National Office, MSD (remains Auckland based)</i>
Jobs and Skills Hub Recruitment Facilitator x 2	Jobs and Skills Hub Operations Manager (City)	<i>No change of reporting line, transitions to Employment, Service Delivery, National Office, MSD (remains Auckland based)</i>
Jobs and Skills Hub Youth / Community Facilitator x 1 (vacant)	Jobs and Skills Hub Operations Manager (City)	<i>No change of reporting line, transitions to Employment, Service Delivery, National Office, MSD (remains Auckland based)</i>

Summary of proposed changes

Position	Current Reporting line	Proposed change
Jobs and Skills Hub Recruitment Facilitator x 1 (fixed term)	Jobs and Skills Hub Operations Manager (Northern Hub)	<i>No change of reporting line, transitions to Employment, Service Delivery, National Office, MSD (remains Auckland based)</i>
Jobs and Skills Hub Recruitment Facilitator x 1 (fixed term)	Jobs and Skills Hub Operations Manager (Manukau))	<i>No change of reporting line, transitions to Employment, Service Delivery, National Office, MSD (remains Auckland based)</i>
Jobs and Skills Hub Recruitment Facilitator x 1 (fixed term)	Jobs and Skills Hub Operations Manager (City Hub)	<i>No change of reporting line, transitions to Employment, Service Delivery, National Office, MSD (remains Auckland based)</i>
Māori Trades and Training Fund		
Team Leader, Māori Trades and Training Fund	New role	<i>Reporting to Manager He Poutama Rangatahi and Māori Trades and Training, Employment, Service Delivery, National Office, MSD</i>
Senior Regional Advisor x 2	Programme Director – SWEP	<i>Change of reporting line to Team Leader, Māori Trades and Training Fund, Employment, Service Delivery, National Office, MSD</i>
Regional Advisor x 1	Programme Director - SWEP	<i>Change of reporting line to Team Leader, Māori Trades and Training Fund, Employment, Service Delivery, National Office, MSD</i>
Senior Regional Advisor x1 (Fixed Term)	Programme Director – SWEP	<i>Change of reporting line to Team Leader, Māori Trades and Training Fund, Employment, Service Delivery, National Office, MSD</i>

New Positions	Reporting Line
Director	Group General Manager Employment
Manager Jobs and Skills Hubs	Director

Transition timeline



Timeframe and next steps

Dates	Description
14 June 2021	You are advised of the final decision You will receive letters of offer from MSD to those in roles transitioning to MSD, delivered via email.
25 June 2021	Final day for you to respond to the letter of offer
1 July 2021	Programme accountability transitions from MBIE to MSD
5 July 2021	Start day at MSD. Induction and ongoing transition support. Until 21 July 2021 , you will continue to be paid by MBIE and any leave taken will be actioned by MBIE
From 22 July 2021	All pay and HR changes, including leave will be actioned by MSD.
4 August 2021	You will receive your first MSD pay

Note, in the MSD terms & conditions presentation it mentioned several vetting requirements. Only a MSD systems check will now be done, this will be instigated as part of the offer letter process.

Support

We know that change can cause uncertainty and can be stressful. As part of this change programme we are working with managers and teams to develop a welcome plan to help support you through the change.

We want to give you time to build new relationships at MSD before the change, to contribute to thinking about the future arrangements and to spend time together as a team to provide each other mutual support. The transition team members are available any time to discuss the change, as are your managers and the PSA for those that are members.

The PSA has been sent a copy of the decision document. Please feel free to contact ^{s9(2)(a)} [redacted] or ^{s9(2)(a)} [redacted] (MBIE PSA organiser) or ^{s9(2)(a)} [redacted] ^{s9(2)(a)} [redacted] or 0272778135 (MSD PSA organiser) or your PSA delegate if you wish to raise any concerns or obtain additional support.

EAP support is available, if required through 0800 327 669 or www.eapservices.co.nz
After 5 July, MSD EAP support is available through Benestar - 0800 360 364

Summary of Key Themes from Feedback

We have chosen to summarise key themes from the feedback so that individual feedback is not identifiable.

- How the new roles could best support programme delivery
- Clarify the structure, reporting lines and accountabilities
- Consistency of role titles
- Ensure the structure has ability for career progression
- To work together to identify future opportunities
- Ensure a fair and transparent process for the transition that reduces impact on BAU activities
- Establish how we will work collaboratively with MSD employment teams
- Maintaining separation of the Māori Trades and Training and He Poutama Rangatahi teams but develop ways of working collaboratively into the future
- Ensure the work of Māori Trades and Training and He Poutama Rangatahi are understood by MSD and how we can assist in enabling achieving outcomes working collaboratively
- Greater collaborative ways of working in the future between teams and with MSD Regional teams
- We need to keep up momentum of current programmes of work post-transition

Much of the feedback was about ways of working and opportunities for the future. We would like to work with you post transition to look at these opportunities to further develop the programmes, in line with their intent.