

**Job Expectation**

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| **Position details** | |
| Position Title | Director – Government Women’s Network (GWN) |
| JE Number | 1254 |
| Employer | GWN (through Inland Revenue ) |
| Reports to | GWN Board – a nominated representative |
| Location | Wellington |
| Date | 26 February 2020 |

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| **GWN’s vision** |
| New Zealand’s public service values all women and champions and empowers them to realise their full potential. |

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| **Context** |
| The Government Women’s Network (GWN) started in 2015. The result is a network designed by women for women reaching across government and around New Zealand. It aims to achieve connect women, support women to achieve their potential and system level change. There are GWN regional networks in Auckland and the South Island and in Wellington, many government agencies have established women’s networks.  GWN Strategy 2020-2025 was launched recently which sets the strategic priorities for the next five years.  The priorities are to support women firstly but also to support other employee led diversity networks to establish and to support the diversity and inclusion agenda in the public sector. |

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| **Structure** |
| GWN is actively supported by public sector Chief Executives and receives cross agency funding. GWN will support the work of Papa Pounamu CE’s sub-group supporting diversity and inclusion in the public sector. |

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| **Position purpose** |
| The Government Women’s Network Director role leads a small dedicated team to develop and implement a work programme that ensures it achieves the Network’s vision of all women in the public sector achieve their vision. The Network has a wide reach with over 2000 members across a wide range of agencies. The Director is supported by a dedicated Steering Committee and by the Network’s sponsor and Chief Executive of IRD Naomi Ferguson. The Director works closely with a range of leaders in this area inside and outside of government and the public face of the Network. |

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| **Direct reports** |
| 2 x FTE Wellington  0.5 FTE Auckland  0.4 FTE Christchurch |

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| **Budget and delegated authority** |
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| **Key relationships** |
| |  |  | | --- | --- | | GWN Steering Committee | Public sector agencies in the network plus other crown entities and public service agencies | | GWN Sponsor | Agency Network Leaders and Network Representatives | | Staff in home agency that provide support services e.g. HR, Finance, IT, Comms, Procurement | Women in government | | Auckland GWN Chairperson and  Southern GWN Chairperson | Agencies that provide in kind support to GWN e.g. MOJ | | Senior government leaders | Other key stakeholder agencies e.g. Auckland Council | | Champions and sponsors e.g. core agencies that provide financial support to GWN | WIPS Steering Committee (Auckland, Wellington, Christchurch) and sponsors e.g. Martin Jenkins | | Ministry for Women, State Services Commission, LDC, Career boards, Cross-Agency Working Groups | External stakeholders e.g. IPANZ, Diversity Works, National Council of Women, IOD, other women’s and diversity networks that align with public sector women and GWN’s work. | | Key suppliers e.g. Auaha Limited, Sunny side Up Limited, Badgeworks, Moxie, Pivotal Print | Cross agency employee network leads and their sponsors | |

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| **Key accountabilities and deliverables** | |
| **Leadership and managing the realisation of GWN’s vision through its work programme** | Developing, leading GWN operations  Promote and represent GWN internally and externally  Develop and refresh the work programme in accordance with the GWN strategy  Provide inputs to system initiatives/projects  Deliver high quality events to women in the network including the WIP Summits  Ensuring Auckland GWN and Southern GWN’s work programmes align with GWN’s Strategy and work programme  Work closely with women’s networks and connect women’s networks to provide advice and support so they can flourish  Proactive risk identification and management |
| **Stakeholder relationship management** | Identify, create, foster relationships with internal and external stakeholders  Represent GWN at relevant meetings, fora, working groups, agencies, engagements  Identify opportunities to collaborate or partner |
| **Supporting the Steering Committee** | Turn Steering Committee decisions and ideas into tangible work programme deliverables  Prepare regular papers and progress reports to the Steering Committee |
| **Staff management and support to Auckland Southern GWN Chair and Working Group/Committees** | Manage the day to day work of staff to ensure high quality outputs  Provide support to Chairs, Auckland Southern GWN |
| **Customer relationships** | Ensure high quality customer service is delivered to GWN customers/stakeholders |
| **Financial** | Determine operating budget, prepare business plan, and manage budget once approved |
| **Communications** | Implement communications strategy ensuring the reputation of GWN is built and maintained and maximise awareness amongst all of GWN’s stakeholders.  Ensure collateral is available and produced to a high standard to ensure integrity of the brand and brand awareness.  Ensure social media and websites are used to promote GWN’s work, achievements and achievements of women in the public sector |
| **Operational policies and procedures** | Document GWNs’ policies and procedures |
| **Supporting other employee networks** | Provide advice, information, resources, and support to other employee networks in their establishment phase. |

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| **Knowledge, experience and skills required** |
| * Sound understanding of the machinery of government, other public sector expectations, system initiatives and goals and legislative or policy changes that are relevant to public sector women * Ability to identify risks and opportunities * Strong communication and engagement skills * Experience in coaching and mentoring others * Strategic thinking skills, including the ability to align knowledge to system change * Financial management, staff management * Proven partnership/relationship management experience * Well-developed written and oral communications skills, including presentation skills * Strong interpersonal skills, and abilities to foster positive working relationships * A strong track record of achievement of results * Gender issues and diversity and inclusion system goals * Cultural competency and incorporates tikanga Māori and Te Reo Māori * Network of relevant individuals and groups across sectors and organisations relevant to GWN. |