



Interim Regional Skills Leadership Groups – Chair position description

Interim Regional Skills Leadership Groups

The initial purpose, role, functions, membership, systems and processes of the interim Regional Skills Leadership Groups (RSLGs) will be to support the response to the regional impacts of COVID-19, as set out in the Interim Regional Skills Leadership Group Terms of Reference.

The role of the interim RSLG is to provide coordinated, strategic, qualitative information about regional labour market disruption resulting from COVID-19 and advice to central government on how to support the recovery. This information will be critical in supporting central government initiatives to support local employers and job seekers.

In particular the interim RSLG will provide a regional view on:

Workforce trends and risks

- Unemployment: insight into current unemployment (and under-employment) in the region and risks of potential layoffs, including sector, location etc.
- Employment: opportunities including timing, sector, location, skills, experience required and potential participation barriers.

Labour market response to COVID-19

- Provide advice for transition into sustainable employment or skills development and training and how to best coordinate this.
- A regional view on the role of immigration and tertiary education in specific sectors or locations.

The interim RSLG will also:

- be the regional point of contact for central government in terms of regional labour market and skills information and advice
- engage with key stakeholders and iwi in the region to identify patterns, trends and urgent needs relating to business continuity and labour market attachment in the region
- where relevant, ensure regional activity by the interim RSLG is shared with, and aligned to, neighbouring region(s)
- consider any specific issues that the Minister of Employment or the Ministry of Business, Innovation and Employment (the Ministry) directs the RSLG to consider.

The interim RSLGs are limited in focus and will be the precursor to full-RSLGs, which will be established by mid-2021. In some instances, interim RSLGs may evolve into full RSLGs.

Interim Regional Skills Leadership Group members

The Chair and members of the interim RSLG are appointed by the Chief Executive of the Ministry.

Members of the interim RSLGs will need to have a range of skills and competencies, including:

- the ability to take a region-wide view, and have a good understanding of regional labour market and skills needs

- the ability to operate at a strategic level and in a collaborative manner
- strong regional connections across economic and social sectors
- an understanding of the Māori and iwi context in the region
- the ability to think about inter-regional relationships where appropriate
- the ability to take a broad perspective on issues
- effective stakeholder engagement, including relationships with employers, community, iwi, and local authorities
- in-depth knowledge of some aspects of the regional labour market.

For more information about the Regional Skills Leadership Groups see <https://www.mbie.govt.nz/business-and-employment/employment-and-skills/regional-skills-leadership-groups/>

Interim Regional Skills Leadership Group Chair

The Chair is responsible for:

- setting the agenda in consultation with members and the RSLG Secretariat
- ensuring the RSLG operates in a manner that enables it to undertake its role and functions
- managing any conflict of interest or lobbying that may arise
- liaising with the RSLG Secretariat on behalf of the RSLG
- acting as the spokesperson for the RSLG
- establishing an agreed mechanism through which information relating to the region's RSLG activity is strategically aligned and shared with neighbouring regions where appropriate.

The Chair should have the following skills and experience:

- Chair and governance experience
- leadership credibility and expertise in labour market and skills needs
- the ability to work effectively in a collegial environment
- extensive experience working collaboratively across sectors and with other stakeholders
- an understanding of government processes
- excellent communication skills
- a record of sound judgement and integrity
- an ability to analyse and understand complex issues.

Term of appointment

The interim RSLG members will be appointed for the term to June 2021 or until appointment of the full RSLG, whichever is earlier. This term may be extended by the Chief Executive of the Ministry.

Members of the interim RSLG are eligible for appointment to the full RSLG. Once the interim RSLG transitions to a full RSLG, members will be appointed for an initial two year term and are eligible for reappointment, at the discretion of the Ministry to allow for Group continuity and representativeness.

Members continue in office despite the expiry of their term until they are reappointed, their successor is appointed, or the member is informed that they are not to be reappointed and that no successor is to be appointed at that time.

The Chair and members of the interim RSLG may resign by written notice to the Chief Executive of the Ministry. The Chair and members may be removed from office by the Chief Executive of the Ministry at any time for just cause.

Remuneration and meetings

The interim RSLG have been assessed as a Group 4, Level 3 body under the Crown's Cabinet Fees Framework. Fees for the Chair has been set at NZ\$575 per day. Fees for non-government members have been set at NZ\$395 per day plus GST (if applicable). Hourly pro-rata rates based on a standard 8 hour day will be calculated, to apply when hours worked differ from a standard day.

Members representing government agencies, crown entities or local government employees are appointed in their capacity as representatives and are not entitled to any additional remuneration (refer clauses 69 and 70 of the Cabinet Fees Framework).

Disclosure of interests

As part of the appointment process, candidates are required to complete a Disclosure Form. The information that is disclosed by the candidates enables the Ministry to know the relevant interests and any conflicts that a person may have in relation to an appointment. The information is used to assess whether a candidate would be able to contribute effectively to the interim RSLG, and where conflicts are identified, to ensure that these can be managed appropriately.

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