

Workforce Development Council interim Establishment Board

Background

Thank you for your interest in being an interim Establishment Board (iEB) member. We are looking for 6-8 members for each of our six iEBs.

The iEBs will help to fast-track the formation of all six Workforce Development Councils (WDCs) and offer the chance to set WDCs up for success in a way that works for industry and the wider sector.



The role and function of an iEB

Each iEB's primary role is to establish the WDC as a legal entity. Where possible and practical, the iEB will also work with transitional Industry Training Organisations, the New Zealand Institute of Skills and Technology (NZIST) and other providers to inform the tertiary education system's response to COVID-19 impacts.

With support from Government officials, the iEB will:

- Develop the Order in Council (OIC) – a key legal document which establishes the WDC and most importantly outlines its name, coverage and future governance arrangements.
- Develop the initial Establishment Plan which will set up the WDC with the activities and funding required to establish it.
- Represent the needs of industry in its planning and design.
- Consult with industry on its proposals and consider consultation feedback.
- Determine a process for appointing the WDC Establishment Board.
- Handover to the WDC Establishment Board.

Appointed iEB members will be provided with more detailed information in their formal Terms of Reference (ToR).

The makeup of the iEB

We are looking for visionary, skilled and able people from industry, with a ‘can do’ attitude to put themselves forward for the iEBs.

The iEB will be made up of a Chair, who provides leadership, and five to seven members who contribute business, industry and education expertise. The iEBs will be ‘working’ boards required to use their connections with industry to firm up the foundations for the new WDC organisation.



The iEBs will be supported by the RoVE programme. This assistance will include secretariat, logistical, collaboration tool, administration, engagement and communications, advisory and analytical support. A RoVE official will guide and support each iEB through the process with a step-by-step guide outlining the key activities each iEB needs to undertake, including a 90 Day Plan. Key templates and advice will also be provided to help shape the iEB’s deliverables.

Time commitment and remuneration

Applicants must be able to commit up to four days per month, from the time the iEB members are appointed, for roughly six months. Members of the iEB will be remunerated for their time – this is a reflection of the commitment involved.

Frequency and length of meetings will be determined by the WDC iEB members. This will relate to how the iEB chooses to structure its work plan for drafting and consulting on the Order in Council (OIC) proposal, the Establishment Plan and forming early advice. Meetings may be held in person or by conference call or video conference, with minutes taken in the same way.

All iEB members will be required to participate in an induction – more details about this will be available soon.

What we’re looking for in the iEB members:

Industry connections and mana

We are looking for well-respected members of industry, with mana, who have a wide range of industry connections. You will need to call on your networks to help validate the iEB’s ideas and proposals across the sector.

We are looking for people whose application is supported by their industry association, membership body, advisory group, employer collective, Māori employer and industry groups, transitional Industry Training Organisation or other wider stakeholder groups.

Governance experience

We are looking for experienced industry leaders who will be comfortable on a 'working' board. It will be beneficial if you've been involved in designing or creating new models, functions, groups or entities from scratch. Through these opportunities, you may have gained experience that is relevant to the work you'll do with the iEB. You should have a good understanding of board governance arrangements as you will be required to develop proposals for how the first Board (Establishment Board) and ongoing boards are appointed and managed.



Communication and collaboration

Working together the iEB will primarily undertake the initial establishment activities for a WDC so that all WDCs can be established as legal entities in October 2020 and new WDC Establishment Boards appointed by industry. In addition, where possible and practical, the iEB will also work with transitional Industry Training Organisations, the New Zealand Institute of Skills and Technology (NZIST) and other providers to inform the tertiary education system's response to COVID-19 impacts. You will need to use your communication and collaboration skills for both tasks so that proposals and advice are clear and well informed.

Skills Development and Vocational Education

Understanding the value of education and training in skills development for industry and individuals will put you on the front foot. You will have a keen sense of a WDC's role in the new system and its importance in shaping skills development now and in the future. You will also be someone who values diversity in the workplace and knows the richness that people with different backgrounds bring to the workplace and to the boardroom.

Interested in participating?

We're calling for Expressions of Interest from 18 May to 2 June. All details are available on the [Eol web page](#). You can also find further information about [WDCs](#) and the wider [RoVE programme](#).

Industry members can self-nominate through the Eol process. In particular, we are looking for people supported by their industry association, membership body, advisory group, employer collective, Māori employer and industry groups, transitional Industry Training Organisation or other wider stakeholder groups.

TEC will also be conducting its own search for appropriately skilled candidates from industry to supplement the Eol process. All six iEBs will be appointed in June.

Please contact us with any questions at WDCEol@tec.govt.nz. All Eols must be submitted by 9am on Tuesday 2 June.

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ENDS