



HANGA-ARO-RAU

**Manufacturing, Engineering
and Logistics**

Workforce Development Council

Workforce Development Council Governance Appointments

Prospective WDC Council Members

- Hanga-Ara-Rau Governance associate (12 months Appointment)

Nau mai, haere mai

Ko te mauri o te tangata, ko te ora o te iwi. The lifeblood of the individual is the lifeblood of the people.

Thank you for your interest in the governance appointments for the Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council (WDC).

This document provides background detail about the responsibilities and role of Council members, governance responsibilities and the proposed time commitments and remuneration expectations for governance positions.

Background

Vocational education is undergoing its biggest transformation in 35 years. As part of the changes, six Workforce Development Councils (WDCs) have been established to provide industry with greater leadership across vocational education and training.

Hanga-Aro-Rau is one of six WDCs established on 4 October 2021. The Council provides strategic leadership and governance to help fully form and establish the new organisation.

WDCs are established formally through a legal instrument called an Order in Council. The Order in Council for Hanga-Aro-Rau is available [here](#).

We are now seeking Expressions of Interest for:

- A Governance Associate who has lived experience with disability and is ideally of Pacific ethnicity.

About Workforce Development Councils

Workforce Development Councils (WDCs) provide industry with leadership across vocational education and training. As a WDC, Hanga-Aro-Rau:

- has a forward, strategic view of the future skills needs of industries. We translate industry skill needs now and in the future for the vocational education system.
- set standards, develop qualifications and help shape the curriculum of vocational education. We moderate assessments against industry standards and, where appropriate, set and moderate capstone assessments at the end of a qualification.
- provide advice to the Tertiary Education Commission (TEC) on investment in vocational education and determine the appropriate mix of skills and training for the industries we cover.
- endorse programmes that lead to qualifications, whether work-based (such as apprenticeships), on-campus or online. Unless a programme has the confidence of a

WDC, which is essentially industry confidence, it won't be endorsed by the WDC nor funded by the TEC.

- provide employers with brokerage and advisory services. WDCs won't, however, be directly involved in arranging apprenticeships and other on-the-job training which will sit with providers.

Role of the Councils

The Hanga-Aro-Rau Workforce Development Council is responsible for leading and overseeing the work programme. All Council members must act consistently within their statutory mandate and with any arrangements set out in [Hanga-Aro-Rau's Order in Council \(OIC\)](#).

Key responsibilities include, but are not limited to:

- providing clear vision and leadership for their WDC.
- overall responsibility for their WDC's functions as set out in the Education and Training Act 2020; and additional functions and purpose as set out in the OIC.
- overseeing the performance of the Chief Executive and other staff within their WDC.
- financial oversight and risk management, including ensuring that their WDC's financials are systematically accounted for, audited and publicly available.
- health, safety and legal obligations, including that all the legislative requirements of directors and entities are met.
- overall responsibility for ensuring their WDC meets its obligations as an employer.

Appointment of governance associates

Hanga-Aro-Rau's Order in Council requires the Council to have 1 or 2 persons to be non-voting associate members of the Council (governance associates) to—

- (a) provide opportunities for people of different ages, ethnicities, ideas, and genders to develop the knowledge, skills, and experience in governance necessary to be appointed as a member of a professional governing body; or
- (b) increase opportunities for participation at a governance level by Māori, Pacific peoples, and disabled people; or
- (c) draw on the experience, knowledge, and views of learners; or
- (d) ensure that over the long term there is adequate representation of Māori, with the aim of contributing towards an education system that honours Te Tiriti o Waitangi and supports Māori–Crown relationships.

Starting on 13 February 2023 the Hanga-Aro-Rau Council is running an Expression of Interest (Eoi) process for the Governance associates.

WDC Governance associate requirements

The requirements and criteria for appointments as a Governance associate are set out above and in the relevant Order in Council, and summarised in **Appendix A**.

Additional information on candidate attributes and information required for application is outlined in the Application form.

Term of appointment

Governance associates may be appointed for a term of between one and two years as set out **Appendix B** and it is intended that this appointment is for one year.

Remuneration and time commitment

The time commitment for the Governance associate is a maximum of the equivalent of one and a half days per month. This will involve attendance at a Council meeting (which presently is bi-monthly), either in person or by remote access. There may also be a requirement for sub-committee attendance, preparation for meetings, reviewing papers and other material, consultation with industry colleagues and site visits.

Your contribution and participation will be vital so you should be sure that you have the time available to fully commit to the role.

These roles are development roles and are not formal governance roles. Accordingly, the Associates will not have any governance responsibilities but will participate in discussions and attend meetings. Your contributions will be valued and respected.

As the Governance associate, you will receive to compensate for your time a fully paid Director's training course facilitated by the Institute of Director or equivalent as your remuneration to support your development in governance and directorship. This is valued at approximately \$11,000.

These are national positions, and candidates will be appointed from anywhere in New Zealand. Council members must be permanent New Zealand residents. The location of Council meetings, and whether they will be in person or via remote access, will be determined by the WDC.

Actual and reasonable travel and other expenses incurred will be paid in accordance with the Cabinet [Fees Framework](#).

Conflicts of Interest

Conflicts of Interest will be assessed on a case-by-case basis. However, in most cases it is expected that Chief Executives and senior managers of tertiary education organisations will have significant conflicts, along with current Board members and staff of Te Pūkenga.

Potential conflicts relating to current Board members of Tertiary Education Organisations and transitional Industry Training Organisations would need to be considered carefully.

Membership on a Regional Skills Leadership Group is unlikely to present a conflict.

We encourage candidates to be open and transparent about any conflicts in their application.

For more information on TEC's conflict of interest guidelines for Council members of tertiary education institutions visit <https://www.tec.govt.nz/teo/working-with-teos/tei/governance/conflicts-of-interest-and-councils>

More information

If you have any questions about the Expressions of Interest process or the information in this pack, please contact Alisha Tsai at Alisha.Tsai@hangaarorau.nz

Appendix A

Section	Manufacturing, Engineering and Logistics WDC
Criteria for the appointment of Governance Associates	<ul style="list-style-type: none"> • The appointing body must appoint as Governance associates who have: <ul style="list-style-type: none"> ○ a commitment to inclusion and addressing the needs of underserved learners; ○ a commitment to act with impartiality, honesty, integrity, and manaakitanga. • When appointing a person to be a Governance associate of the Council, the appointing body must, as far as reasonably practicable, reflect the diversity of age, ideas, ethnicity and gender and must ensure that the Council has: <ul style="list-style-type: none"> ○ sufficient representation of Māori, Pacific peoples and disabled people; ○ sufficient experience, knowledge, and view of learners; ○ enough members with skills in te ao Māori, including te reo Māori and mātauranga Māori, to ensure that the Council is able to give proper consideration to Māori perspectives in undertaking its duties and functions; ○ a deep understanding and commitment to the principles of Te Tiriti o Waitangi; and ○ experience in financial analysis and management.

Appendix B

Section	Manufacturing, Engineering and Logistics WDC
Appointment of the Governance associate	<ul style="list-style-type: none"> • The Council Governance associate may be appointed for a term of up to 2 years.