



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



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

# Proposed transition approach for Skills and Employment functions to MSD

**10 May 2021**

# Foreword

There are New Zealanders who want to work and there are employers that have jobs – sometimes people just need a helping hand to make these connections. That’s why work-readiness and skills and employment initiatives are so important.

As you know, three of these – He Poutama Rangatahi, the Jobs and Skills Hubs, and the Māori Trades and Training Fund – are transitioning to MSD, as the main provider of government employment services, following a Ministerial decision.

While these successful and innovative programmes were established at MBIE, there are strong links with work delivered by MSD, and the public participating in the programmes will benefit from joined-up access to other employment services.

We would both like to thank you for your hard mahi and dedication in delivering these programmes, which help create opportunities for many New Zealanders. To help make sure this continues, the programmes will remain standalone initiatives with no changes to their overall intent or function, other than identifying opportunities for expansion.

The MBIE and MSD leadership are committed to supporting our people through the transition, and ensuring there is as little disruption as possible while the programmes are moved and people are welcomed into the MSD whānau.

As the experts on the programmes, we’d like your input on how we can best position the teams in MSD to ensure the continued success of the programmes. Please take time to consider what’s being proposed in this document and let us know your feedback and suggestions by emailing [s9\(2\)\(a\)](mailto:s9(2)(a)@msd.govt.nz) by 5.00 pm on Friday, 28 May 2021.

You are our top priority and we want to ensure you are enabled to keep achieving in your roles, as individuals and teams, and that stakeholders receive the same, or even a better, experience going forward.

Both of us, the PDU managers, MBIE People and Culture, as well as the MSD team, are keen to support you and answer your questions . Please remember that you can talk to us any time and the Employee Assistance Programme (EAP) is also available if you need it (0800 327 669).

We understand that change can be difficult. We want to thank you in advance for your feedback and for your ongoing professionalism as you continue your important work, which improves New Zealanders’ lives.

Ngā mihi nui

Liz Jones and Robert Pigou.

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# Rationale for Transition of Functions

In December 2020 the Minister for Social Development and Employment made the decision to transition He Poutama Rangatahi, the Jobs and Skills Hubs and Māori Trades and Training Fund to MSD.

The decision to transition these programmes to MSD was made through a lens of aligning and consolidating government provided/funded employment related initiatives. This transition aims to ensure employment related services are delivered in a more connected way that most efficiently meets the needs of the New Zealand labour market, employers and industry.

The Provincial Development Unit, within MBIE, has served as an excellent place to support the establishment of these initiatives. The current, and former, people managing these programmes, are an integral part of their success.

As the primary provider of government employment services, these programmes will expand and strengthen the links to MSD's wider services. MSD will continue to support these programmes to grow and harness further opportunities to enable these programmes to reach communities that can benefit most from them.

The transition will build on the already close working relationships between Government organisations. It offers an opportunity to improve coordination of Government funding, streamline services for New Zealanders, and improve the experience of participants, employers and providers.

# What's happened so far

## December 2020

- Briefing paper to the Minister for Social Development and Employment and decision is made to transition He Poutama Rangatahi, the Jobs and Skills Hubs and Māori Trades and Training, to MSD
- Robert Pigou and s9(2)(a) emailed you to advise of the Minister's conditional decision to transition the programmes and people to MSD

## February to April 2021

- Independent Change Lead appointed
- A working group of senior managers from across MBIE and MSD was established and the approach to the transition was agreed by the Minister
- A transition timeline was developed and transition programme workstreams were established
- Discovery work commenced which included capturing how all programmes worked and what makes them successful
- This information was used to explore the options for where the programmes could be best placed in MSD to enable continued success. A preferred option was identified and is being presented to you today for your consideration.

## Our Transition Principles

In order to ensure a smooth transition, we have felt it was important to have 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 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 people in both agencies (engage, communicate and listen).

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

## Functions transitioning from MBIE to MSD

- He Poutama Rangatahi
- Jobs and Skills Hubs – Manukau, City Centre, Northern Hub (this includes related establishment of any new hubs)
- Māori Trades and Training Fund

It is proposed that s9(2)(a) [REDACTED] and s9(2)(a) [REDACTED] will continue their leadership roles supporting the transition for up to six months and will work at MSD for three days a week to support the teams transition.

## Functions not transitioning from MBIE to MSD

Jobs and Skills Hubs funded through the Provincial Growth Fund

The following slides set out in detail the transition of positions and impacts to people. This includes both the current state and the structures that MSD have proposed.

# What the transition means for you

Under the Ministerial decision, the programmes, functions and people will transition to MSD.

The roles outlined in this proposal are covered by the Employee Protection Provisions of MBIE's employment agreements, specifically Section 88 of MBIE's 2018-2020 Collective Agreement and Section 85 to 94 of the Public Sector Act.

This means that where part or all of the activities currently carried out by MBIE are transitioned to MSD, MBIE will:

- address the likely impact of this event on you, including whether it is possible to transition you to that entity, and, if so,
- discuss with the new entity whether any such transition will be offered to you on no less favourable terms and conditions of employment.



## What the transition means for you - cont

This means that your current job is ongoing and available to you within MSD. If you choose to transition then you will do so on terms and conditions no less favourable for the duration of your employment.

At the time of transition you will move onto the MSD Employment Agreement and any more favourable provisions as part of your MBIE employment agreement will be grandparented\*.

If you choose to transition you will get the same pay (including the step increase that is due by 1 July), perform the same duties and have your service recognised.

**Locations:** For those working in the Jobs and Skills Hubs there will be no change to where you are located. For those who work in Stout Street your location will change to an MSD office in the City.

\*Grandparented – retain the provision from an earlier employment agreement

## What the transition means for you - cont

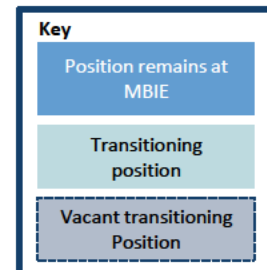
The process for determining your entitlements will be the application of the following provisions:

- *regardless of the terms offered, where you accept a transition to the new entity, no redundancy compensation will be payable*
- *where you are offered a transition to the new entity on **no less favourable** terms and conditions of employment but elect not to accept that offer, no redundancy compensation will be payable.*

You do have the option of not transitioning. In this situation, you are able to apply for roles in MBIE and the normal recruitment and selections process will be applied with appointments to roles being merit-based.

If you choose not to transition to MSD and do not have on-going employment with MBIE, then your Manager and MBIE People and Culture will talk with you about options.

# Current state structure with transitioning roles

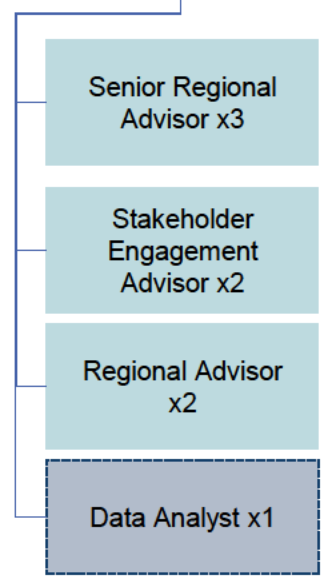
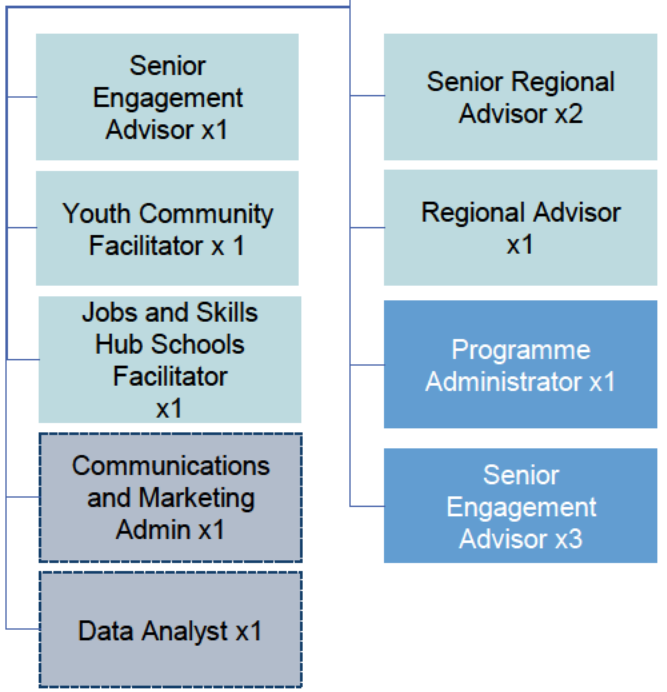
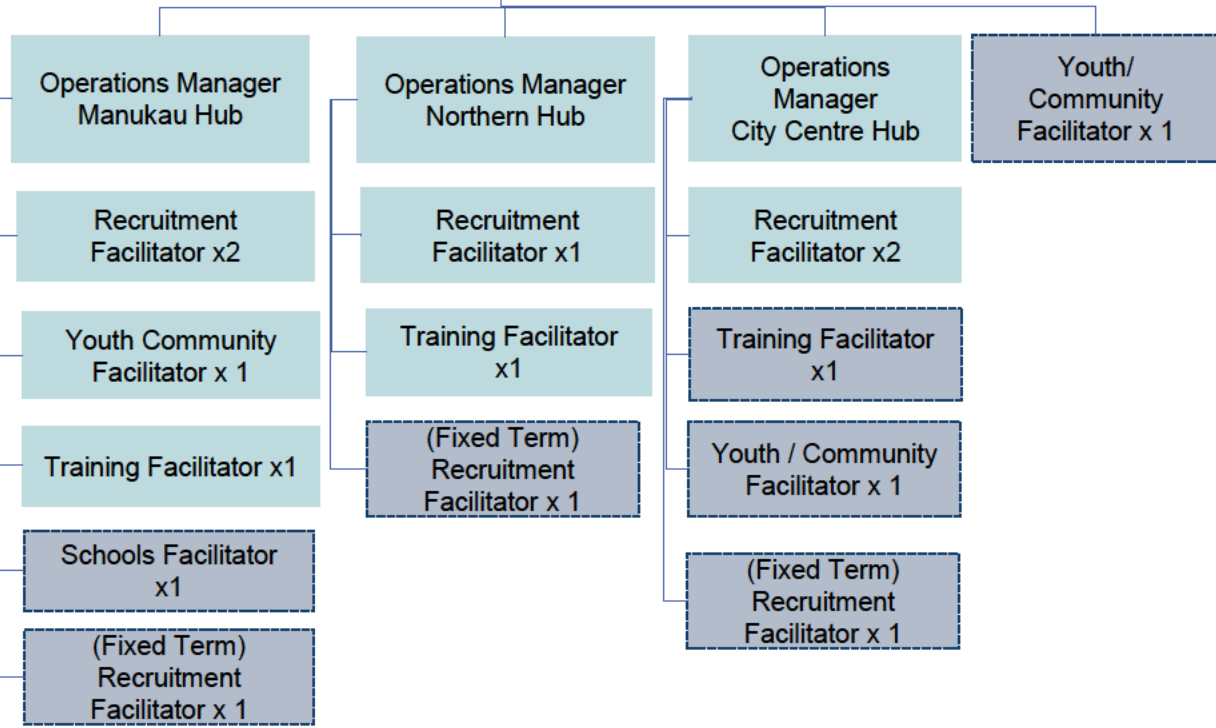


Director Skills and Employment

Transition Manager

Programme Director SWEP

Manager He Poutama Rangatahi



# Regional Relationships

Both He Poutama Rangatahi and Māori Trades and Training teams work with the Te Ara Mahi team in the five surge areas (Tai Tokerau, Tairāwhiti, Hawkes Bay, Bay of Plenty and Manawatū – Whanganui (incl Taranaki)).

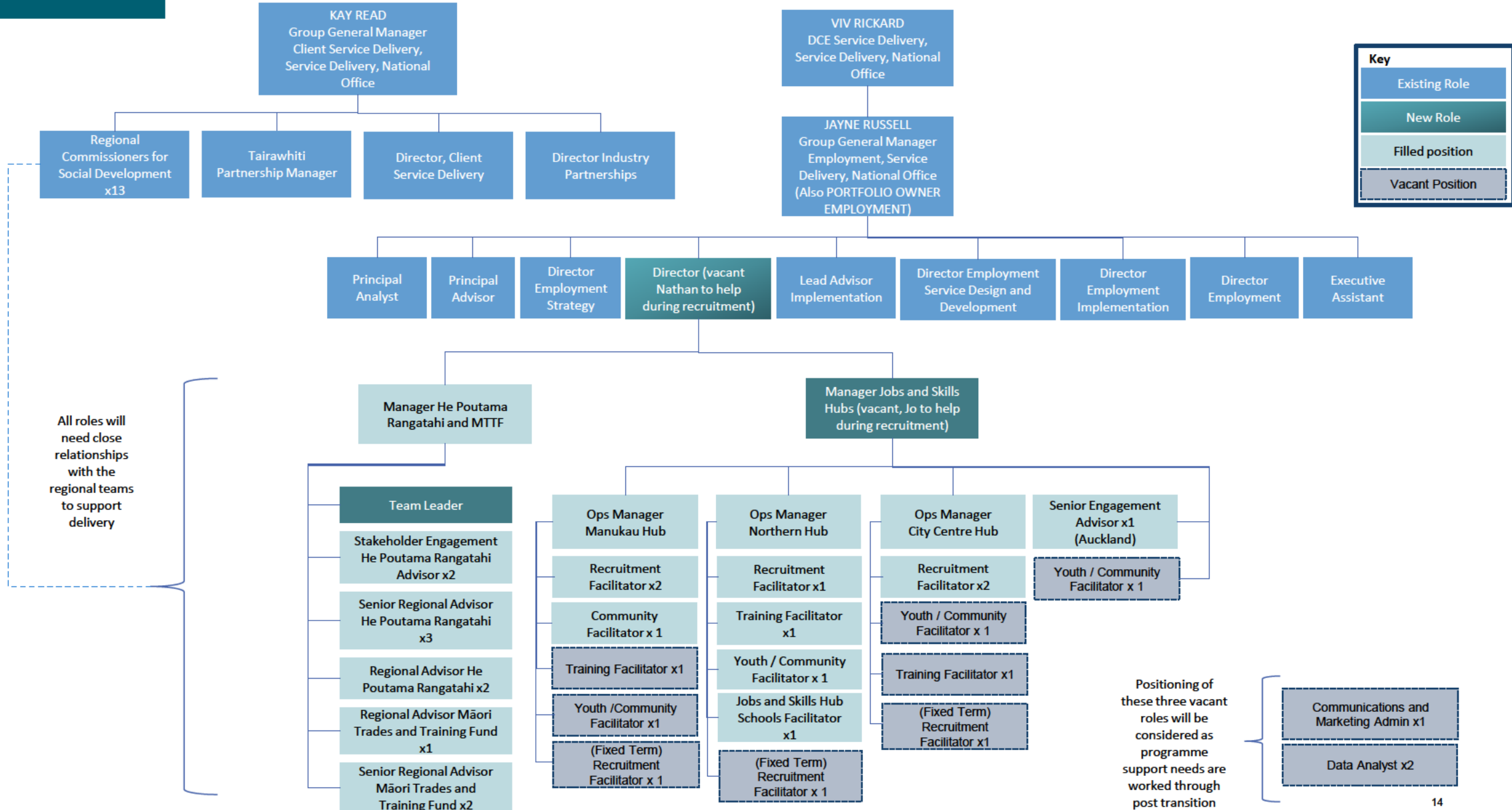
As we transition from 1 July this working relationship with the Te Ara Mahi team will continue for a transition period of up to six months. It is envisaged that a longer term solution to support the 'in-field' delivery of these programmes will be developed in MSD. To do this we need time to establish capacity and capability in the regions. This will be considered as part of the integration of these services into MSD and will not affect the ongoing requirements of the roles transitioning to MSD.

## Proposed Changes to the Structure

- As part of the options process, MSD has taken into account its continuous improvement policy operating model which means there will be on-going and regular check-ins with teams to fully understand the programmes and identify opportunities for improvement. The people delivering the programmes are the top priority and the plan is to keep you together to ensure stakeholders receive the same, or even better, experience.
- To help make this easier, the teams will report to the Director within the Employment Portfolio of MSD Service Delivery.
- The “as is” documents were used to inform where we are proposing the programmes might sit in MSD. Several options were considered and the following preferred option was selected to present to you.



# Proposed positioning of the teams in MSD



# Summary of proposed changes

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

# Summary of proposed changes

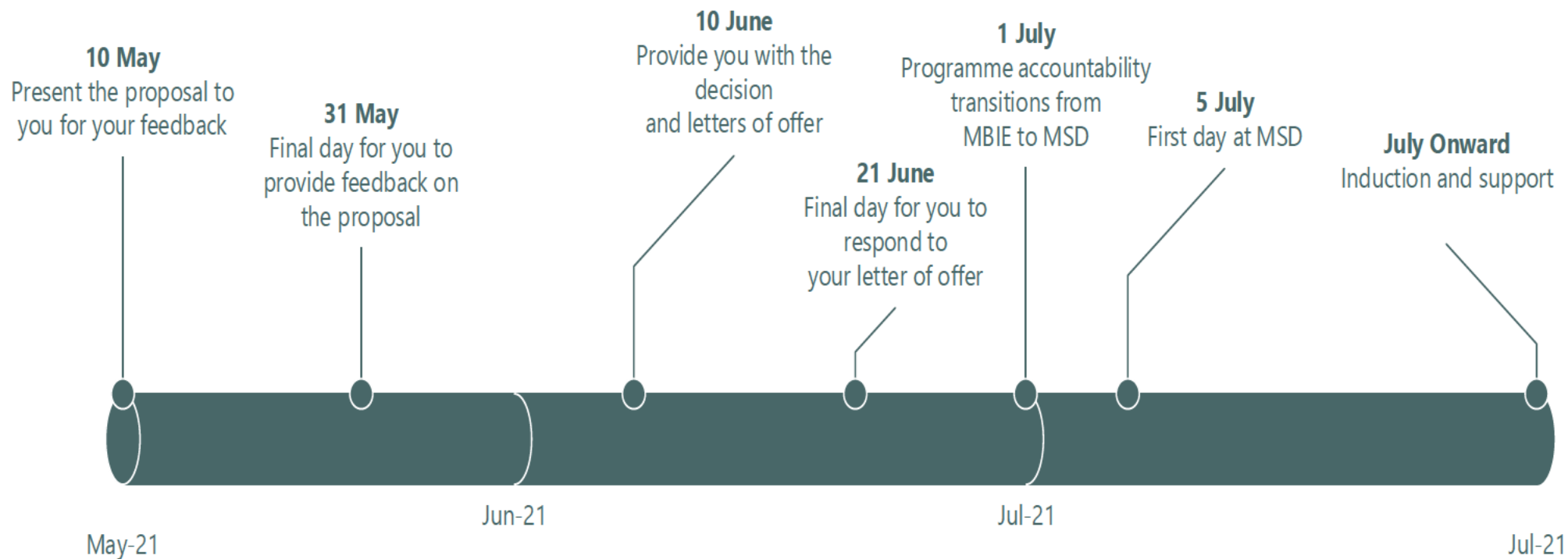
Position	Current Reporting line	Proposed change
Jobs and Skills Hub Operations Manager (Northern Hub) x 1	Transitions Manager	Change of reporting line to Manager Jobs and Skills Hubs, Employment, Service Delivery, National Office, MSD
Jobs and Skills Hub Training Facilitator x 1	Jobs and Skills Hub Operations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



# 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)	No change of reporting line, transitions to Employment, Service Delivery, National Office, MSD
Jobs and Skills Hub Recruitment Facilitator x 1 (fixed term)	Jobs and Skills Hub Operations Manager (Manukau))	No change of reporting line, transitions to Employment, Service Delivery, National Office, MSD
Jobs and Skills Hub Recruitment Facilitator x 1 (fixed term)	Jobs and Skills Hub Operations Manager (City Hub)	No change of reporting line, transitions to Employment, Service Delivery, National Office, MSD
<b>Māori Trades and Training Fund</b>		
Team Leader	New role	Reporting to Manager He Poutama Rangatahi (shared role between Māori Trades and Training Fund and He Poutama Rangatahi)
Senior Regional Advisor x 2	Programme Director – SWEP	Change of reporting line to Team Leader, Employment, Service Delivery, National Office, MSD
Regional Advisor x 1	Programme Director - SWEP	Change of reporting line to Team Leader, Employment, Service Delivery, National Office, MSD

# Transition timeline



## Final decisions process

**We are seeking your feedback on:**

- The structure and timeline to transition people

**We are not seeking feedback on the jobs or work streams transitioning to MSD**

Following consultation on this proposal for transition, any feedback will be assessed and considered before the process is finalised.

The decision will be made by the Deputy Chief Executive, Service Delivery, MSD in consultation with the relevant MBIE and MSD Branch General Managers.

Individual letters confirming the final decision will then be sent and we'll start work on implementing the agreed changes.

## Giving feedback and next steps

At this stage, this is a proposal and we want to know what you think before final decisions are made.

You can make either an individual submission, or a group submission, or both.

When giving feedback please explain your reasoning. If you have any questions or want to discuss any aspects of the transition, please speak directly to your manager or email <sup>s9(2)(a)</sup> [REDACTED]

Indicative timeframe	
Date/s	Description
10 May	Release of Transition Plan
31 May	Deadline for feedback
1 June to 7 June	All feedback considered
10 June	Final decisions announced

**Please email your feedback to**

<sup>s9(2)(a)</sup> [REDACTED] **by 5pm on 31**

**May 2021**

## Support

- We know that change can cause uncertainty and can be stressful. As part of the change programme we are working with your managers and your teams to develop an integration plan to help support you through the change. The aim is 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 consultation pack. Please feel free to contact <sup>s9(2)(a)</sup> [REDACTED] (your local PSA organiser) or your PSA delegate if you wish to raise any concerns or obtain additional support.
- EAP support is also available as and if needed through 0800 327 669 or [www.eapservices.co.nz](http://www.eapservices.co.nz)