

Kia Toipoto Action Plan



Ministry for
**Ethnic
Communities**

Te Tari Mātāwaka

Te Tari Mātāwaka strives to make a positive impact for all New Zealanders through empowering our Ethnic Communities. We are passionate about equitable outcomes and are dedicated to close all forms of pay gaps. Our values champion this kaupapa and we are committed to meeting the outcomes of Kia Toipoto.



Who are we?

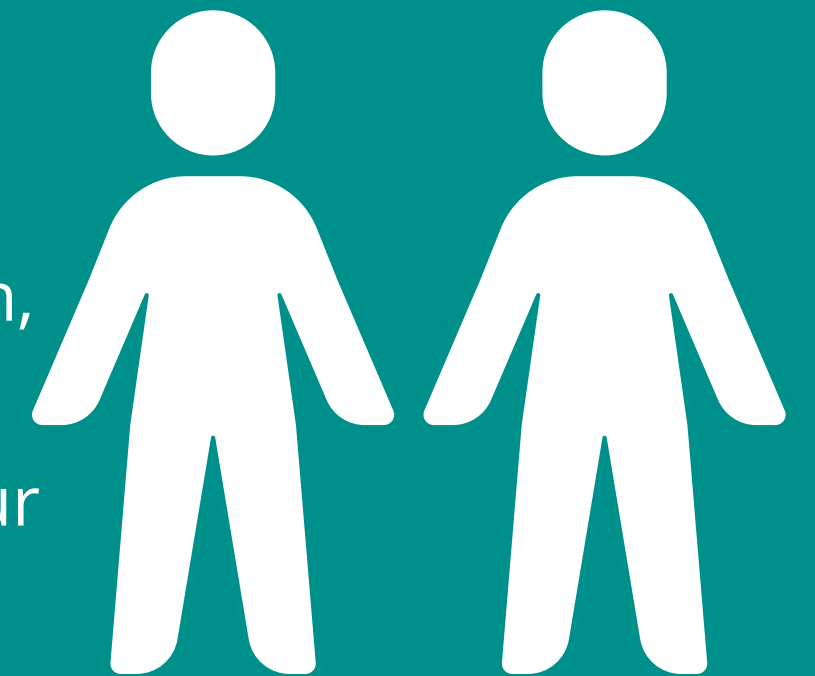
We are the government's chief advisor on ethnic communities, ethnic diversity and the inclusion of ethnic communities in wider society. We champion Aotearoa's Ethnic communities and promote the value of all our differences as a source of strength. One of our key aims is improving economic outcomes for our communities, which means we need to promote equity within our organisation, too.

Our people

As of 31 October 2022, we are a small but mighty team made up of 74 kaimahi, both fixed term, permanent and contractors.

We received 100% of our kaimahi reporting on their ethnicity. Our workforce (permanent, fixed term and contractors) is:

- 65% female, 34% male and 1% gender diverse
- 41% Asian, 23% Middle Eastern, Latin American and African, 11% European, 6% Māori and 4% Pasifika
- Our people leaders are 42% Asian, 8% Middle Eastern, Latin American and African, 8% European, and 8% Pasifika
- We are flexible working by default and encourage a positive work/life balance. Our kaimahi are based all across the motu



Our Values

Manaakitanga (Kind)

Encompasses care and generosity, for the purpose of nurturing relationships.



Whakakotahitanga (Inclusive)

Unifying thought, opinion and action for the collective good.



Whakamanawanui (Courageous)

Act valiantly and courageously.



Ngākau Pono (Authentic)

To act with integrity and sincerity.



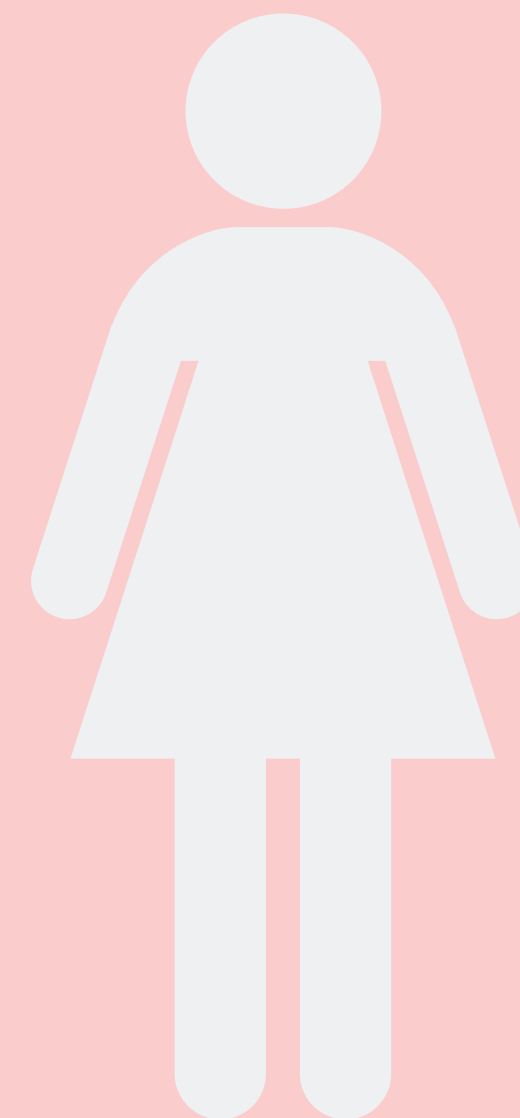
Understanding our gaps

Due to the size of the Ministry, we are not able to produce robust statistics for some pay gap data. Even minor changes to our workforce can have a big impact on our statistics, making them volatile. Whilst some figures might not be useful for us, we can focus on others, like who our workforce is made up of and monitoring of trends.

Looking at where we are at the moment:

- Our workforce has identified as 65% female
- 75% of our people leaders identify as women
- Our gender pay gap is 1% (based on mean annual base salary)
- Our leaders are 42% Asian, 8% Middle Eastern, Latin American and African, 8% European and 8% Pasifika

Regular monitoring (monthly) of who we are and how we are made up allows us to have good oversight of our progress and where we might need to make tweaks to our approach. Our focus will be on empowering and growing our leaders and ensuring that biases are recognised and controlled, gaps do not appear and that we continue to monitor and maintain a low gender pay gap. Our Chief Executive and leadership team are committed to this kaupapa and ensuring we drive positive change for our communities and our people.

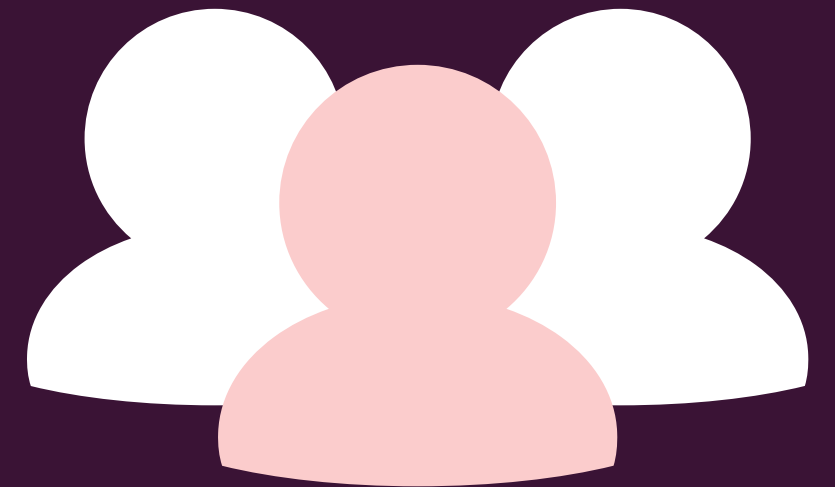


How we engaged

Making sure our people and the union was involved in this plan was a priority for the Ministry. This ensures that the mahi we will be doing is relevant and in line with our values and kaupapa.

Over three working group sessions, a team of union members and representatives from across our business went through our plan and provided valuable insights into what we can and should be doing.

We based our goals and objectives off the information and guidance provided for Kia Toipoto and from Te Kawa Mataaho.



Focus Areas

Te Pono – Transparency

What have we done	What are our aspirations?	How will we get there?	What is our timeframe?
<p>HR partners with hiring managers and provides information on starting salaries to ensure people are paid equitably, including for the same or similar roles.</p> <p>Put salary ranges on our advertisements and position descriptions (85% to 100%)</p> <p>Published our action plan on our website</p>	<p>We want to be open and transparent about our pay bands for roles</p> <p>We want our kaimahi to be able to access information easily</p> <p>We want to champion equity within the public service in pay and access to development</p>	<p>Ensuring kaimahi and candidates understand the criteria for placing within bands</p> <p>Putting our HR and remuneration policies in an easily accessible place on our intranet</p> <p>Monitor starting wages for inequities</p> <p>Have prompts to check our gender pay gap and other pay-based metrics to ensure no gaps appear and reduce where needed</p>	<p>By the end of 2022</p>

Focus Areas

Ngā Hua Tōkeke mō te Utu - Equitable pay outcomes

What have we done	What are our aspirations?	How will we get there?	What is our timeframe?
<p>HR partners with hiring managers and provides information on starting salaries to ensure people are paid equitably, including for the same or similar roles.</p> <p>Provided unconscious bias training for all people leaders</p> <p>Receive monthly reporting on pay and salaries for monitoring</p>	<p>We want to be open and transparent about our pay bands for roles</p> <p>We want to ensure gaps are reduced and do not reappear</p> <p>To have empowered leaders that are aware of potential biases in everyday mahi</p>	<p>Monitor starting wages for inequities</p> <p>Provide unconscious bias training for all kaimahi</p> <p>Ensuring kaimahi and candidates understand the criteria for placing within bands</p> <p>Monitor and ensuring salaries for same or similar roles are equitable and fair</p> <p>Have prompts to check our gender pay gap and other pay-based metrics to ensure no gaps appear and reduce where needed</p> <p>Where there are single roles within the Ministry, ensure they are equitable in line with the guidelines provided</p>	<p>By the end of 2023</p>

Focus Areas

Te whai kanohi i ngā taumata katoa - Leadership and representation

What have we done	What are our aspirations?	How will we get there?	What is our timeframe?
<p>Developed a flexible work by default policy that is accessed by all levels of our agency</p> <p>Created a culture where flexible working is the norm</p> <p>The Ministry now has its own recruitment function, so will be able to manage all recruitment internally</p>	<p>We want our leadership to be diverse and reflective of our communities</p> <p>We will support our leaders to develop and thrive in the Ministry</p> <p>Develop a robust and accessible recruitment process for all candidates</p>	<p>Developing a new recruitment process that is accessible and equitable for all candidates</p> <p>Develop a career and leadership pathway for kaimahi</p> <p>Support external opportunities for growth where it is not possible within the Ministry</p>	<p>By the end of 2023</p>

Focus Areas

Te Whakawhanaketanga i te Aramahi - Effective career and leadership development

What have we done	What are our aspirations?	How will we get there?	What is our timeframe?
<p>Begun the process of developing a learning and development calendar for our kaimahi</p> <p>Ensured each of our people have a development plan</p> <p>Ongoing cultural competence training for all kaimahi</p>	<p>We want our people to develop and thrive in our Ministry</p> <p>We want to grow our kaimahi and their capability in all aspects</p> <p>We want empowered kaimahi that seek out opportunities for growth</p>	<p>The finalisation of our learning and development programme</p> <p>Ensuring our people have the knowledge of how to access the learning and development</p> <p>Finalisation of our Whāinga Amorangi plan</p>	<p>By the end of February 2023</p>

Focus Areas

Te whakakore i te katoa o ngā momo whakatoihara, haukume anō hoki - Eliminating all forms of bias and discrimination

What have we done	What are our aspirations?	How will we get there?	What is our timeframe?
<p>Provided unconscious bias training for all people leaders</p> <p>Ongoing cultural competence training for all kaimahi</p>	<p>We want our kaimahi to be cognisant of biases and have strategies in place to manage these</p> <p>We want our people to be educated around discrimination and be able to challenge this where appropriate</p> <p>We want our policies and practices to be free of bias and discrimination</p>	<p>Finalisation of our Whāinga Amorangi plan</p> <p>Provide unconscious bias training for all kaimahi</p> <p>Continue our cultural competence training</p> <p>Developing a new recruitment process that is accessible and equitable for all candidates</p> <p>Reviewing MEC specific policies and practices for potential biases</p>	<p>By the end of 2023</p>

Focus Areas

Te Taunoa o te Mahi Pīngore - Flexible-work-by-default

What have we done	What are our aspirations?	How will we get there?	What is our timeframe?
<p>Developed a flexible work by default policy and culture that is accessed by all levels of our Ministry</p>	<p>Have a truly flexible work environment that meets the needs of our communities and our people</p>	<p>Review annually how our people believe the policy is working and what can be improved</p> <p>Champion flexible working from our senior leaders</p> <p>Promote different options of flexible working and success stories to our people</p>	<p>Since we already have our framework in place, we will monitor by annual survey, ad hoc feedback and other hui how our kaimahi are finding flexible working, so we can amend where needed</p>



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