

Kia Toipoto Action Plan 2021-2024

The Ministry for Pacific Peoples (the Ministry) is the Crown's principal advisor on policies and interventions aimed at improving outcomes for Pacific peoples in Aotearoa.

By using our extensive networks with Pacific communities across the country, as well as our knowledge and understanding of Pacific people, cultures and values, we influence public policy, programme and service decisions affecting Pacific Aotearoa.

At the centre of our work is our people, we are committed to ensuring our people can achieve their full potential, regardless of gender and ethnicity. We are aligning ourselves with *Kia Toipoto – Closing Gender, Māori, Pacific and Ethnic Pay Gaps*, which sets out the goals and plan to close gender, Māori, Pacific and ethnic community pay gaps in the public sector.

Ministry for Pacific Peoples Gender Pay Gap

The Ministry started measuring its gender pay gap in 2014 (2.5%) and until 2020 (-2.4% in favour of females), there was positive progress with our gender pay gap. The below table sets out the Ministry's gender pay gap statistics over the past five years to 30 June 2022. These figures have been extracted from the Ministry's Annual Review reports over the last five years.

Note: *The current average gender pay gap across government as at 30 June 2022 is 7.7%.*

Ministry for Pacific Peoples Gender Pay Gap Statistics Last five reporting years to 30 June 2022	
Reporting year	Gender Pay Gap
2021/2022	8.8%
2020/2021	7.4%
2019/2020	-2.4%
2018/2019	-1%
2017/2018	7.2%

In 2020, the expansion of our work programme resulted in the Ministry embarking on a sustained recruitment drive over a two-year period, which has resulted in our workforce increasing by 220%.

The Ministry is very aware of the increases in its gender pay gap and we remain committed to closing this gap.

Despite this increase, there are some highlights to note from this past year:

- 57% of our leadership positions (Tiers 2, 3 and 4) are held by women.
- 67% of our workforce is female.
- We have permanent staff member (Principal Advisor, Cultural Lead) focusing on improving cultural competency amongst Ministry staff.
- One of the Ministry's female managers was awarded Young Leader of the Year at the 2022 Te Kawa Mataaho Spirit of Service Awards.
- The Ministry's salary bands have been independently evaluated by Korn Ferry.

Ministry for Pacific Peoples Ethnic Pay Gap

When considering the Ministry's ethnic pay gap, there are some key points to note:

- Our staff ethnicity is made up as follows: 70% Pacific, 21% non-Pacific, 6% unknown ethnicity and 3% Māori.
- Most of our Pacific staff can speak both English and a Pacific language or can understand a Pacific Language.
- Most of our non-Pacific staff are likely to hold specialist roles and/or be based in Corporate Services.

Our ethnic pay gap is not recorded here because of the small number of non-Pacific and Māori staff at the Ministry. However, we will continue to monitor this area closely and will provide data on any issues/trends that we see occurring in this area.

ACTION PLAN 2021-2024



Kia Toipoto milestones 21-24	Our progress to date	Our plan
<p>Focus area 1 Te Pono - Transparency</p> <ul style="list-style-type: none"> Agencies and entities publish annual action plans based on gender and ethnicity data and union/employee feedback Agencies and entities ensure easy access to HR and remuneration policies, including salary bands <p>Focus area 2 Ngā Hua Tōkeke mō te Utu - Equitable pay outcomes</p> <ul style="list-style-type: none"> By the end of 2022, entities ensure that starting salaries and salaries for the same or similar roles are not influenced by bias. 	<ul style="list-style-type: none"> The Ministry will continue to publish its annual action plans on its website The Ministry currently publishes all HR and remuneration policies and salary bands on its internal intranet As part of our recruitment process, all managers have access to the 'starting salary form' to help eliminate bias when offering starting salaries to new staff 	<ul style="list-style-type: none"> Our Kia Toipoto plan will be published on our website and our internal intranet The Ministry will regularly engage with staff and the union and provides updates on our progress with Kia Toipoto The Ministry to provide training to all managers on the importance of completing the 'starting salary form'

<ul style="list-style-type: none"> • Agencies monitor starting salaries and salaries for the same or similar roles to ensure gender and ethnic pay gaps do not reopen <p>Focus area 3 – Te whai Kanohi I ngā taumata katoa – Leadership and representation</p> <ul style="list-style-type: none"> • By the end of April 2023 agencies/entities have plans and targets to improve gender and ethnic representation in their workforce and leadership. 	<ul style="list-style-type: none"> • The Ministry gives regular feedback to managers on the starting salaries for all new staff • The Ministry monitors all salaries for inequities on a quarterly basis • The Ministry is part of the admin/clerical pay equity claim • Where possible, the Ministry offers secondments to staff from other government agencies to increase diversity in its workforce • The Ministry recruits Tupu Tai and Tupu Toa interns for summer internships 	<ul style="list-style-type: none"> • The Ministry will continue doing this and will engage groups of managers to discuss starting salaries for different groups of roles across the Ministry to ensure there is equity • The Ministry will monitor all salaries for inequities on a monthly basis • The Ministry to look/investigate offering staff who provide regular cultural guidance an allowance to recognise their work • The Ministry will look to promote and advertise its roles to a broader cross section of its communities in Aotearoa to create more diversity • The Ministry will continue to recruit interns but will also explore the option of offering a graduate program to Pacific graduates
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Focus area 4: Te Whakawhanaketanga i te Aramahi – Effective career and leadership development

- By mid 2023, agencies/entities have career pathways and equitable progression opportunities that support women, Māori, Pacific and ethnic employees to achieve their career aspirations

- The Ministry offers Learning & Development opportunities to all staff at present.
- Where possible the Ministry actively promotes external opportunities (courses) to their tier 4 and tier 3 Leaders.

- The Ministry will work with Managers to ensure Ministry staff have meaningful learning and development plans to assist with their career progression.
- The Ministry will work with diversity networks within the Ministry to better understand and address any roadblocks to development and progression
- The Ministry will continue to work with Managers to ensure they have development plans that will help them achieve their career aspirations

Focus area 5: Te whakakore i te katoa o ngā momo whakatohara, haukume anō hoki – Eliminating all forms of bias and discrimination

- By the end of 2023, entities have remuneration and HR systems, policies and practices designed to remove all forms of bias and discrimination
- Agencies embed and monitor the impact of bias-free HR and remuneration policies and practices

- Agencies/entities ensure leaders and employees learn about and demonstrate cultural competence

- The Ministry has recently completed independent evaluation of its salary bands through Korn Ferry
- The Ministry is currently reviewing all the HR and remuneration policies and practices
- When applying for roles at the Ministry, there is no psychometric testing (except the Chief Executive position as recruitment process is managed by Te Kawa Mataaho)

The Ministry currently offers/encourages:

Pacific

- Basic Pacific Language training in greetings and basic phrases (9 languages) during induction
- Hiva Malie (Singing practice every Friday where Pacific songs from all island nations are taught as well as waiata)

- The Ministry is in the process of implementing the Korn Ferry-evaluated salary bands into the Ministry

- The Ministry will offer staff the opportunity to learn different Pacific Languages (virtually) through the Centre for Pacific Languages

	<ul style="list-style-type: none"> ○ Celebrate all Pacific language weeks (9 in total). All staff are encouraged to join a Pacific group to help celebrate the respective language week ○ All staff are encouraged to use Pacific greetings and phrases verbally or in written format when communicating with each other and/or when doing liogi, lotu (prayer) <p>Māori</p> <ul style="list-style-type: none"> ○ Basic Māori language training during induction where all staff are encouraged to learn their mihi whakatau ○ The Ministry offers Te Tiriti o Waitangi training ○ The Ministry celebrates Māori Language Week ○ All staff are encouraged to use Māori greetings and phrases either verbally or in written format when communicating with each other and/or say karakia ○ All Ministry staff are given the opportunity to attend the Wall Walk 	<ul style="list-style-type: none"> ● The Ministry will offer staff the opportunity to learn Te Reo
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**Focus area 6: Te Taunoa o te Mahi
Pīngore – Flexible work by default**

- The Ministry supports diversity networks within the Ministry and works with them to amplify their voices rather than be their voice
- The Ministry offers all leaders and staff the opportunity to attend unconscious bias and inclusive leadership courses
- The Ministry has been offering flexible work options to all staff since 2019

- The Ministry will continue to offer and monitor flexible work options for all staff