



## Expression of Interest-2026

### Working Group Members, Chair and Deputy Chair, Regional Leads, Senior Advisory Group member

We are currently inviting Expressions of Interest (EOI) to join the Pan-Asian Public Sector Network (PAPSN) Working Group (WG) and Senior Advisory Group (SAG)

This is an exciting opportunity to contribute to a cross-agency Employee Led Network that aims to uplift Pan Asian people across the public sector, strengthen representation and influence more inclusive systems, policies and practices.

PAPSN brings together public servants from across the public sector who are passionate about visibility, connection, and collective voice for Pan Asian communities. As the network continues to mature, we are seeking committed and values aligned members who are motivated to help shape PAPSN's direction and deliver meaningful initiatives that support Pan Asian public servants in Aotearoa.

### Why join the Working Group/Senior Advisory Group?

Being part of PAPSN's advisory and working groups offers both personal and collective benefits, including:

- **Leadership and influence**  
An opportunity to develop leadership capability and contribute to shaping PAPSN's priorities and impact.
- **Cross-agency connection**  
Meet, connect and collaborate with people from other agencies who are passionate about uplifting Pan-Asian communities.
- **Hands on experience**  
A chance to try different roles, such as designing and implementing initiatives, relationship management, communications, marketing and event delivery.
- **Personal growth and visibility**  
Build confidence, develop new skills, and raise your profile through meaningful contribution.
- **Making a difference**  
Contribute to positive change by strengthening Pan Asian representation and inclusion across the public sector.



## EOI, term and time commitment

The EOI opens Wednesday 25 February and closes Wednesday, 18 March 2026, 5pm. Appointments will be for 2 years.

It is estimated that there is on average about 2 hours per week of work and extra time required for events (which includes a monthly meeting).

## Selection approach

EOIs will be assessed against criteria, including:

- Alignment with PAPSNS' kaupapa and purpose
- Passion for Pan Asian representation and inclusion
- Ability to contribute constructively to a cross agency setting
- Capacity to commit time and energy alongside substantive roles
- Previous committee experience is valued but not required

Short, informal conversations may be held with applicants if needed to clarify interest or fit.

The selection panel may also consider:

- Balance across agencies and locations
- Diversity of perspectives and lived experiences
- The overall capability and cohesion of the group as a collective

## Selection panel

EOIs will be reviewed by a selection panel, comprising of:

- The Interim Chair
- Members from the Senior Advisory Group.

For specifically the Chair and Deputy Chair roles, the selection panel will be:

- Members from the Senior Advisory Group.

## Roles

We are currently seeking Expressions of Interest for the following roles (further details about what each role entails are below):

- Chair



- Deputy Chair
- Secretary
- Communications Leads
- Project/Event Leads
- Membership Liaison (Engagement) Leads
- Regional Leads for Tamaki Makaurau Chapter
- Senior Advisory Group

### Appointment and communication

Successful applicants will be notified directly. Unsuccessful applicants will also be advised and encouraged to remain involved in PAPS Network activities. A summary of outcomes (including roles appointed and term lengths) will be shared with the network to support transparency.

### Further details about roles

Roles	Responsibilities/Criteria
Chair  Deputy Chair	<ul style="list-style-type: none"> <li>• Ambassador for PAPS Network</li> <li>• Demonstrated strategic thinking/leadership qualities</li> <li>• Visionary mindset</li> <li>• Establishing connections between agency leads and/or Co-chairs</li> </ul> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Liaise with the Senior Advisory Group (SAG) on major proposals and decisions</li> <li>• With the Convenor of SAG, engage with the Executive sponsor and is the point of contact for external strategic engagement</li> <li>• Engage with Network members and other agency Asian networks across the nation</li> <li>• Oversight of the working group and work programmes.</li> <li>• Responsible for the finances of the network and invoicing any necessary expenses to the PSC</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide the bridge between PAPSN and the Public Service Commission (PSC) and other Employee-Led Networks</li> <li>• With the Convenor of SAG engage with Tui Raumata</li> <li>• Contact point for agency leads</li> <li>• Support agency networks with their development</li> <li>• Responsible for the finances of the network and invoicing any necessary expenses to the PSC</li> <li>• Contributes to the review of the TOR</li> <li>• Arranges the AGM as agreed with the SAG</li> <li>• Maintain active constructive relationships with all Working Group members and SAG Convenor.</li> </ul>
Deputy Chair	<ul style="list-style-type: none"> <li>• Works closely with the Chair to support their activities and deputises for the Chair when they are not available.</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Prepare and collate relevant meeting documents such as Agenda and Minutes</li> <li>• Organise and facilitate working group meetings</li> <li>• Implement any new procedures/administrative systems</li> <li>• Manage online filing/document financial information</li> <li>• Maintain and order network/event related collateral</li> <li>• Co-manage the email inbox and respond to general inquires</li> <li>• Establish and maintain active constructive relationships with other team members</li> <li>• Attend all project related meetings</li> <li>• Support, encourage and grow team members</li> <li>• It would be of advantage to have experience in using Google Drive</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Create informative, and interesting communication materials for newsletters, videos or posts on social media supportive and consistent with the PAPSN brand and its purpose</li> <li>• Develop communications plan(s)/promotional campaign(s)</li> </ul>

	<ul style="list-style-type: none"> <li>• Plan the design, content, and production of promotional materials such as invitations/promotional flyers</li> <li>• Establish and maintain active constructive relationships with other PAPSAN Working Group members</li> <li>• Attend all project related meetings</li> <li>• Support, encourage and grow team members</li> <li>• It would be of advantage to have experience in using Canva, Mailchimp Eventbrite and Slido</li> </ul>
Project/Event Leads	<ul style="list-style-type: none"> <li>• Oversee the running of the event</li> <li>• Deal with enquiries about the event</li> <li>• Create plans and documentation for the event such as the Event Planning Schedule or To do list.</li> <li>• Establish and manage a budget for the event</li> <li>• Book the venue/event equipment/catering/promotional material as required</li> <li>• Support the promotion of the event to relevant target groups (work closely with the Communications Team)</li> <li>• Establish and maintain active constructive relationships with other team members</li> <li>• Attend all project related meetings</li> <li>• Support, encourage and grow team members</li> <li>• It would be of advantage to you have experience in using Eventbrite and Slido</li> </ul>
Member Liaisons (Engagement Leads)	<ul style="list-style-type: none"> <li>• Provide our new participants with a welcome and orientation on a regular (say bimonthly) basis.</li> <li>• Include holding in-person or online sessions to inform new members about the goals, successes, and current priorities of PAPSAN as well as to introduce the operational and SAG members.</li> <li>• Manage the mailing list(s) including the membership list (ELN admin)</li> </ul>



	<ul style="list-style-type: none"> <li>• Co-manage the inbox (in and out) and responds to general inquiries.</li> </ul>
<p>Regional Lead and Deputy Regional Lead</p>	<ul style="list-style-type: none"> <li>• Provides regional leadership for the regional PAPSN network in Tamaki Makaurau with support from the Deputy Regional Lead and works with people to form a regional committee to produce initiatives to support local PAPSN members</li> <li>• Attends monthly PAPSN Working Group meetings to share updates and provides the bridge for regional PAPSN and the Working Group</li> <li>• Reports back to the WG on any local PAPSN issues and events/engagements that have occurred or are planned. Can use the WG meetings to share plans, seek support, identify opportunities for collaboration etc.</li> </ul>
<p>Senior Advisory Group</p>	<ul style="list-style-type: none"> <li>• Contribute strategic advice, insights, influence and connections to support PAPSN’s vision, direction and work programme including, where possible, resources and knowledge about the Public Service Commission’s DE&amp;I work</li> <li>• Be a champion for PAPSN</li> <li>• Apply a risk lens, where required</li> <li>• Support events/initiatives and provide support/advice to Working Group members</li> <li>• Work closely with other members of SAG and the WG</li> </ul>

**Contact us if you have any queries**

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