



Ministry of Education Gender Pay Gap Action Plan 2020

1) Introduction

This action plan covers our gender pay gap data, drivers of our gender pay gap and the actions the Ministry will take in 2020 to further address the gender pay gap in the context of the pay restraint in the public sector expectations issued in April 2020.

Our Ministry’s people strategy, He Huarahi Pai, is about putting our people first. Within this, our Diversity and Inclusion (D&I) work programme is a key contributor to our Hauora | Organisational Health outcome: we have a thriving, motivated, collaborative & diverse workforce. Our actions to reduce the gender pay gap are woven together with our D&I work programme and section four of this action plan sets out the activities that will have an impact on the gender pay gap.

2) Gender pay gap measurements

Agency-wide gender pay gaps

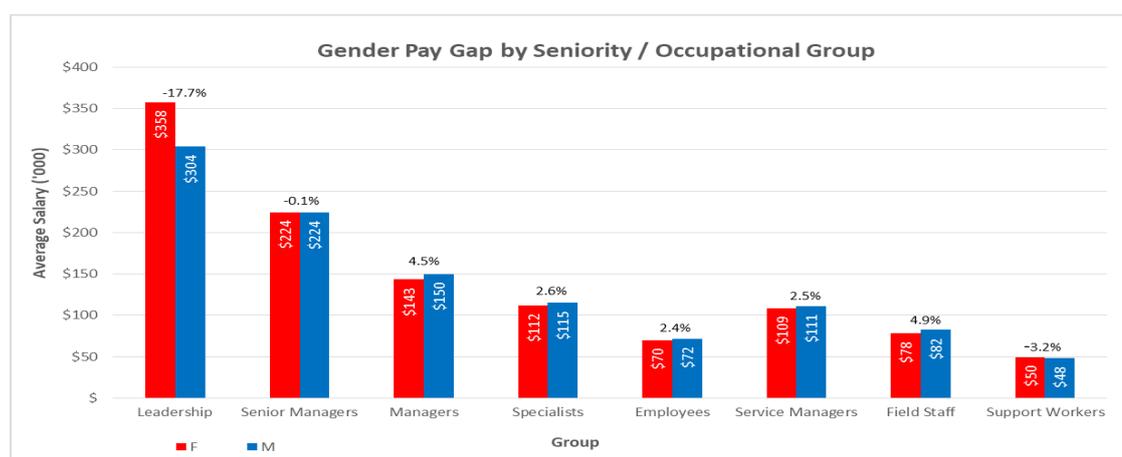
Our agency-wide gender pay gap (GPG) figures as at 31 December 2019 are:

$$\text{GPG Average is 19.6\% where } GPG_{Average} = \frac{(\text{Male Avg Basic Pay} - \text{Female Avg Basic Pay})}{\text{Male Avg Basic Pay}}$$

$$\text{GPG Median is 13.4\% where } GPG_{Median} = \frac{(\text{Male Median Basic Pay} - \text{Female Median Basic Pay})}{\text{Male Median Basic Pay}}$$

These figures include only permanent and fixed term employees and are calculated using the State Services Commission gender pay gap guidance.

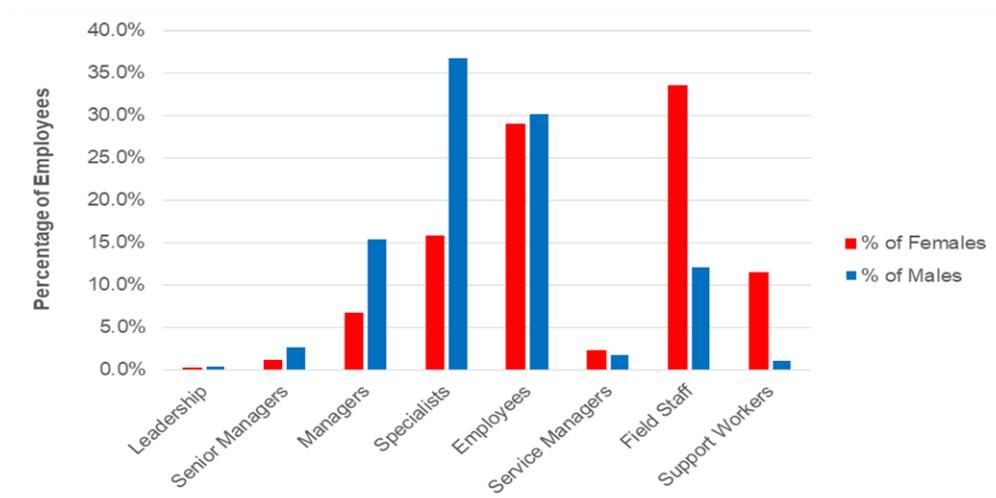
a) GPG Average by seniority/ occupational group



Gender	Leadership	Senior Managers	Managers	Specialists	Employees	Service Managers	Field Staff	Support Workers
Women	6	32	192	452	827	65	958	327
Men	3	24	142	341	280	16	112	10
Total	9	56	334	793	1107	81	1070	337

Service Managers, Field Staff and Support Workers are covered by collective agreements where the salaries are set by closely defined steps dependent on skills, experience and tenure. The gender pay gaps reported for these groups are entirely down to the distribution of these employees across the various steps within their applicable collective. Excluding these groups from our gender pay gap calculation reduces the gender pay gap average by 3.5 percentage points to 16.1%.

3) Drivers of the gender pay gap



Women make up a large portion of the Ministry's workforce (75.5%) and many of these women are in lower paying roles (see above chart). In addition, 26.8% of women are in part-time roles compared to 5.2% of men, which is corrected for in our gender pay gap calculations by using time equivalent pay data.

Although the Ministry has strong representation of women in senior leadership, the overall workforce make-up significantly skews our agency-wide GPG figures in favour of men. This makes it impossible to close the gap by simply increasing pay for lower paid employees.

The Ministry's longer-term approach is focussed on shifting the distribution of men and women between higher and lower paid roles throughout our workforce, including by considering how we attract a more even gender mix in roles that have historically been filled by women.

We continue to focus on improving pay for our lower paid staff. With a pay equity settlement in place of some of our lower paid roles we are confident that we are paying fairly at these lower levels.

Monitoring, investigating and addressing gender pay gaps for same or similar work across all levels of the Ministry continues to be a priority. The analysis to date has taken into account pay band (job size established through job evaluation) and job title. In terms of same or similar work, we are clear that our pay gaps are limited.

4) Gender pay gap actions

Sourcing and selection	<ul style="list-style-type: none"> • Promote vacancies and opportunities through our employee networks. • Make roles normally filled by women more visible and attractive to all, regardless of gender. • Promote inclusive job descriptions and advertisements including our commitment to Te Tiriti o Waitangi, encouraging flexible working, using gender neutral language and ensuring they are available in an accessible format. • Review recruitment policies, guides and tools, with a focus on diversity and inclusion. • Improve visibility of the gender pay gap for hiring managers to help them make informed decisions when making an offer. • Ensure all hiring managers complete appropriate unconscious bias training before commencing recruitment.
Learning	<ul style="list-style-type: none"> • Promote our existing leadership training opportunities, including our Leading through Conversations, Aspiring Leaders and Advisory Leadership Programme through our employee networks. • Develop and implement a plan for unconscious bias training. • Assess and, where appropriate, implement cross-government training opportunities, including Inclusive Leadership e-learning and Executive Unconscious Bias training.
Gender and ethnic pay	<ul style="list-style-type: none"> • Implement a new remuneration calculator to support people leaders in making gender neutral remuneration decisions. • Ensure we have equal pay which includes refining our approach to determining 'same roles' and closing gender pay gaps in 'same roles' where this is feasible to do while meeting pay restraint in the public sector expectations. • Review our people leader remuneration system to minimise the potential for gender, ethnic and other bias. • Evaluate people leader roles in premium bands and align them back to the standard remuneration bands. • Publish people leader remuneration ranges on the intranet as far as possible to improve transparency. • Train additional job evaluators to increase the pool and increase diversity. • Make any discretionary pay increases that are not already set in employment agreements in line with the pay restraint in the public sector expectations, which allow some action to address gender and ethnic pay inequities.
Promoting diversity & inclusion	<ul style="list-style-type: none"> • Use internal communications and social media channels to share stories that reinforce the benefits of flexible working, including the way work can be designed to allow for flexibility and work life balance. • Promote employee networks – through induction, social media and our intranet.
Data and reporting	<ul style="list-style-type: none"> • Monitor our recruitment and new hire surveys by gender and ethnicity to understand if there are any differences in responses. • Include the number of employees with fixed flexible working arrangements and the number of flexible working requests in quarterly workforce reports. • Track the following flexible working information via our MyHR Services team: all formal applications, both approved and declined; the flexible working type e.g. flexi time, place, etc; the reasons for declined applications.

**Inclusive policies,
practices and
tools**

- Finalise new flexible work policies and guidelines.
- Seek feedback from managers about which roles are not suitable for flexible working arrangements and any worries or concerns they have about flexible working.
- Implement a flexible working manager toolkit and training sessions for people leaders.
- Review our approach to people-related policies to ensure they use gender neutral language; and are inclusive of all genders and sexual orientations.
- Encourage all people leaders use the available tools and resources to build inclusive team environments and consider bias in decision-making.
- Ensure there are gender neutral and gender diverse options when capturing people-related data.
- Promote guidance on use of preferred pronouns.