



22 September 2023

Ministerial Services  
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Jonathan  
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Dear Jonathan

**Official Information Act request (OIA 2324-0135)**

Thank you for your request for information dated 25 August 2023 made under the Official Information Act 1982 (the Act) to the Department of Internal Affairs (the Department). You requested the following information:

- 1. Hello, I would like to request the job descriptions and salary bands for Ministerial Services staff who work in Ministerial offices. This includes but is not limited to Ministerial Advisors, Press Secretaries, Senior Private Secretaries, Ministerial Secretaries, Private Secretaries (administrative ones - not the ones seconded from Government Departments). I understand many of these roles may have different levels or grades - please include all of these relevant roles.*
- 2. If there are any staff that are paid beyond the salary range, can I please have an indication of which roles and how many people? I'm not wanting to identify any individuals or reveal their salaries so please don't break the numbers down by individual offices.*
- 3. Lastly, can I please have an indication of when these bands were last changed or evaluated.*

**Background Information**

There are three types of staff who work in Ministers' offices:

- Department-employed staff assigned to work in a Minister's office;
- Roving staff, also employed by the Department, although not assigned to a Minister's office. They are deployed across Ministerial offices in a range of roles to provide cover for offices in situations of planned and unplanned leave and surge support; and
- Portfolio Private Secretaries who are seconded to Ministers' offices by government agencies (also known as home agencies) to facilitate the management of Ministers' portfolio responsibilities.

The Department's Ministerial Services Group is responsible for employing all Ministerial office staff. I have interpreted Ministerial staff to refer to Department-employed staff who are assigned to work in a Minister's office and roving staff.

## Response to your request

1. Hello, I would like to request the job descriptions and salary bands for Ministerial Services staff who work in Ministerial offices. This includes but is not limited to Ministerial Advisors, Press Secretaries, Senior Private Secretaries, Ministerial Secretaries, Private Secretaries (administrative ones - not the ones seconded from Government Departments). I understand many of these roles may have different levels or grades - please include all of these relevant roles.

Please see **Appendix A** below for a table that lists job titles for the current Ministerial staff employed in Ministerial offices, along with their corresponding salary band. The information provided is accurate as of 30 June 2023.

2. If there are any staff that are paid beyond the salary range, can I please have an indication of which roles and how many people? I'm not wanting to identify any individuals or reveal their salaries so please don't break the numbers down by individual offices.

Due to the small number of employees working in specific roles within Ministerial offices, making such information available could lead to the identification of individuals. As the employer of staff working in Ministers' offices, the Department has an obligation to protect the privacy of these individuals and to keep their employment information safe and secure. Therefore, under section 9(2)(a) of the Act withholding this information is necessary to protect the privacy of natural persons, including that of deceased persons.

I have considered whether the above grounds for withholding the information under section 9 of the Act are outweighed by other considerations which would make it desirable, in the public interest, to make that information available. In this instance, I do not consider that to be the case.

3. Lastly, can I please have an indication of when these bands were last changed or evaluated.

Changes or evaluations of job roles, associated job descriptions and associated salary bands may take place at any time. Likewise, the types of roles needed by an Executive may change/differ. In order to best illustrate this, we are providing you with material provided in an earlier OIA which shows changes in roles and salaries over time that we believe answers your questions and illustrates this wider context. This is attached at **Appendix B**.

We may publish this OIA response on [www.dia.govt.nz](http://www.dia.govt.nz) (with your personal details having been removed). Publishing responses to OIA requests increases the availability of information to the public and is consistent with the purpose of the Act to enable effective participation in the making and administration of laws and policies, and to promote the accountability of Ministers and officials.

If you have any concerns with the information in this response, you have a right to request an investigation and review by the Ombudsman under section 28(3) of the Act. Information on how to do this is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Yours sincerely



**Briget Ridden**

General Manager – Ministerial Services

Te Haumi – Enterprise Partnerships

Te Tari Taiwhenua – The Department of Internal Affairs

**Appendix A: Ministerial office details broken down by job title and salary band (details correct as at 30 June 2023).**

<b>Job Title</b>	<b>2023 Salary Band</b>
Chief of Staff	Non-banded
Chief Policy Advisor	\$145,719 - \$195,738
Chief Press Secretary	\$170,000 - \$230,000
Communications Director	Non-banded
Correspondence and Records Manager	\$72,060 - \$96,681
Deputy Chief of Staff	\$133,315 - \$178,956
Director of Communications	\$112,555 - \$150,868
Executive Assistant (Correspondence Unit)	\$53,317 - \$71,323
Executive Assistant to PM / Chief of Staff	\$80,750 - \$110,160
Events Manager	\$82,023 - \$110,160
Lead Advisor (Correspondence Unit)	\$72,060 - \$96,681
Ministerial Advisor (Level 2)	\$96,135 - \$129,252
Press Secretary (Level 1)	\$82,023 - \$110,160
Press Secretary (Level 2)	\$97,166 - \$130,647
Private Secretary (Administration)	\$61,561 - \$82,476
Private Secretary (Advisory/Media)	\$81,160 - \$108,993
Private Secretary (Media)	\$61,217 - \$82,010
Private Secretary (Executive Support)	\$72,060 - \$96,681
Research and Policy Director	Non-banded
Senior Ministerial Advisor	\$109,605 - \$146,878
Senior Press Secretary	\$140,250 - \$189,750
Senior Private Secretary Inside Cabinet	\$102,000 - \$138,000
Senior Private Secretary Outside Cabinet	\$91,545 - \$123,855
Specialist Ministerial Advisor	\$109,605 - \$146,878
Visual Content Designer	\$61,217 - \$82,010

\*Please note that salary bands that have been re-evaluated may have increased or decreased. This could be due to several reasons such as aligning the salary with comparative roles in the current job market, or review of the job description/role (i.e., tasks and responsibilities associated with a role/roles may have been re-evaluated and changed impacting on salary for the role).

**Appendix B: Salary bands of staff employed in Ministerial Offices as at 30 June, broken down by job title from 2014-2023.**