



**Te Tari Taiwhenua
Internal Affairs**

6 March 2024

Ministerial Services
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A Collins
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Dear A Collins

Official Information Act request (OIA 2324-0568)

Thank you for your request for information dated 7 February 2024 made under the Official Information Act 1982 (the Act) to the Department of Internal Affairs (the Department). You requested the following information:

To the Department of Internal Affairs,

- 1. Under the Official Information Act 1982, I 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 have an indication of which roles and how many people?*
- 3. Lastly, I would like an indication of when these bands were last changed or evaluated.*

Response to your request

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.

1. Under the Official Information Act 1982, I 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.

I have interpreted this part of your request to be for job roles/titles and salary bands for Department employed staff who work in Ministerial offices.

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 7 February 2024.

2. If there are any staff that are paid beyond the salary range, can I have an indication of which roles and how many people?

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, I would like an indication of when these bands were last changed or evaluated.

All salary bands were increased by \$2,000 or by 3%, up to a maximum of \$5,400 with the implementation of the Public Sector Pay Adjustment (PSPA) on 1 December 2023.

The following jobs were evaluated or changed in October 2023:

- Manager Research, Communications and Digital (formerly Director of Communications)
- Senior Private Secretary (Outside Cabinet)
- Senior Private Secretary (Inside Cabinet)

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 request which shows changes in roles and salaries over time that we believe answers your questions and illustrates this wider context. This is attached in **Appendix B**; please note that the rates for 2023 are exclusive of the PSPA adjustment made on 1 December 2023.

We may publish this OIA response on 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 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 7 February 2024).

Role/Job Title	Minimum	Maximum
Chief of Staff*	Non-banded	Non-banded
Chief Policy Advisor	\$150,091	\$201,138
Chief Press Secretary	\$175,100	\$235,400
Deputy Chief of Staff	\$137,315	\$184,325
Deputy Chief of Staff (Coalition Party)	\$110,559	\$148,124
Deputy Chief Press Secretary	\$115,932	\$155,395
Executive Assistant (Correspondence Unit)	\$55,317	\$73,463
Executive Assistant to Chief of Staff	\$83,173	\$112,528
Lead Advisor (Correspondence Unit)	\$73,297	\$98,329
Manager Research, Communications and Digital	\$120,819	\$163,461
Ministerial Advisor (Level 1)	\$83,595	\$112,263
Ministerial Advisor (Level 2)	\$99,020	\$133,130
Press Secretary (Level 1)	\$84,484	\$113,465
Press Secretary/Roving Press Secretary (Level 2)	\$100,081	\$134,567
Private Secretary (Administration)	\$63,561	\$84,951
Private Secretary (Advisory/ Media)	\$83,595	\$112,263
Private Secretary/Roving Private Secretary (Executive Support)	\$74,222	\$99,582
Senior Ministerial Advisor	\$119,681	\$161,922
Senior Press Secretary	\$144,458	\$195,150
Senior Private Secretary/Roving	\$105,060	\$142,140
Senior Private Secretary (Inside Cabinet)	\$110,559	\$142,140
Senior Private Secretary (Outside Cabinet)	\$95,326	\$128,135
Specialist Ministerial Advisor	\$148,835	\$200,900
Roving Transition Support	Non-banded	Non-banded

**The Department currently has individuals who are working in Chief of Staff roles, however they are seconded to the Department from the Parliamentary Service as a transitional staff member to provide support in Ministerial Offices.*

***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 2023,
broken down by job title from 2014-2023.**

Table 1: Number of staff employed Ministerial Offices as at 30 June - broken down by job title from 2014 to 2023. *

Job Title	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Chief of Staff	2	2	2	3	3	3	4	4	4	3
Chief Policy Advisor	1			1			1		1	1
Chief Press Secretary	1	1	1	2	2	2	1		1	1
Communications Director	1	1								
Correspondence and Records Manager	1	1	1	1	1	1	1	1	1	1
Deputy Chief of Staff		1	1				1	1	1	1
Deputy Chief Press Secretary	1	1	1	1	1					
Deputy Director of Communications		1	1							
Director of Communications	1	1	1	1						
Director of Research				1						
Executive Assistant							3	3	3	5
Executive Assistant (Correspondence Unit)	1	2	2	3	2	2				
Executive Assistant to PM / Chief of Staff	2	2	2	2	2	2	2	2	2	
Events Manager	1	1	1	1	1	1	1	1	1	1
Foreign Policy Advisor										1
Lead Advisor (Correspondence Unit)	1	1	1							
Media Advisor				1	1					
Media Assistant						2	1	1	1	1
Ministerial Advisor							1	19	18	17
Ministerial Advisor/Press Secretary									1	
Ministerial Advisor (Level 1)		1	1	7	9	7	12			
Ministerial Advisor (Level 2)	23	22	17	23	16	14	5			
Ministerial Assistant (Correspondence Unit, Records Office)			1	2	3	2	2	2	2	2
Ministerial Secretary								17	19	15
Ministerial Secretary (Level 1)							5			
Ministerial Secretary (Level 2)							11			

Job Title	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Office And Project Coordinator		1	1							
Personal Private Secretary										1
Press Secretary				1			2	26	24	18
Press Secretary (Level 1)	2	3	3	4	3	3	3			
Press Secretary (Level 2)	26	21	17	11	15	14	24			
Principal Communications Advisor										1
Private Secretary (Administration)	1	3	2				3	10	16	21
Private Secretary (Administration/Diary/ Executive Support)				8	10	11	16	6		2
Private Secretary (Advisory)				1	4	2	3	1	1	5
Private Secretary (Advisory/Media)	7	7	6	5	7	7	2	1		4
Private Secretary (Media)	3	25	26	2			9	7	9	6
Private Secretary (Executive Support)	30	3	2	24	20	21				
Private Secretary Portfolio Support								1		
Research and Policy Director	1	1								
Roving Private Secretary									1	1
Secretary To Parliamentary Under-Secretary							1			
Senior Advisor							1	1	1	1
Senior Advisor/Advisor to Parliamentary Under-Secretary							1	1	1	
Senior Designer			1	1						
Senior Economic Advisor								1	1	1
Senior Ministerial Advisor	11	13	16	8	9	11	10	11	12	9
Senior Press Secretary	7	9	9	10	12	12	2	3	1	2
Senior Private Secretary (Inside/Outside Cabinet)	32	30	29	30	32	30	29	26	26	28
Senior Private Secretary to Parliamentary Under-Secretary		1	1	2		3				
Senior Specialist Communications						1				
Specialist Ministerial Advisor	1	1	2	5	5	5	2			
Strategic Communications Manager		1	1	1					1	

Job Title	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Strategic Communications and Relationship Manager								1		
Strategic Relationship Manager										1
Transition Manager						1				
Visual Content Designer	1	1								
Total	158	158	149	162	158	157	159	147	149	150

*It is important to note that job titles may have changed over time. The introduction of new jobs, merging of roles, or retirement of certain titles are contributing factors to the changes in the roles listed.

Table 2: Salary bands of staff employed in Ministerial Offices as at 30 June, broken down by job title from 2014 to 2023. *

Job Title	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Chief of Staff	Non-banded	Non-banded	Non-banded	Not found in data	Not found in data	\$117,977 - \$159,616	\$115,663 - \$156,846	\$114,518 - \$154,935	\$114,518 - \$154,935	\$114,518 - \$154,935
Chief Policy Advisor	\$145,719 - \$195,738			\$141,719 - \$191,738			\$136,201 - \$184,272		\$136,201 - \$184,272	\$136,201 - \$184,272
Chief Press Secretary	\$170,000 - \$230,000	\$150,110 - \$203,090	\$150,110 - \$203,090	\$150,110 - \$203,090	\$150,110 - \$203,090	\$147,900 - \$200,100	\$146,539 - \$198,258		\$142,242 - \$192,445	\$85,266 - \$115,359
Communications Director	Non-banded	Non-banded								
Correspondence and Records Manager	\$72,060 - \$96,681	\$78,023 - \$105,560	\$77,173 - \$104,410	\$77,173 - \$104,410	\$66,544 - \$90,031	\$65,239 - \$88,264	\$64,593 - \$87,390	\$62,711 - \$84,844	\$62,090 - \$84,003	\$60,872 - \$82,355
Deputy Chief of Staff	\$133,315 - \$178,956	\$129,315 - \$174,956	\$129,315 - \$174,956				\$123,062 - \$166,495	\$121,843 - \$164,846	\$120,636 - \$163,213	\$118,270 - \$160,013
Deputy Chief Press Secretary		\$108,555 - \$126,047	\$108,555 - \$126,047	\$108,555 - \$126,047	\$106,426 - \$143,987					
Deputy Director of Communications		\$93,166 - \$126,047	\$92,316 - \$124,897							
Director of Communications	\$112,555 - \$150,868	\$108,555 - \$126,047	\$108,555 - \$126,047	\$108,555 - \$126,047						
Director of Research				Non-banded						
Executive Assistant							\$45,368 - \$61,379	\$45,368 - \$61,379	\$44,918 - \$60,771	\$44,036 - \$59,579
Executive Assistant (Correspondence Unit)	\$53,317 - \$71,323	\$49,317 - \$66,723	\$48,467 - \$65,573	\$44,962 - \$56,820	\$43,538 - \$56,526	\$40,765 - \$55,152				
Executive Assistant to PM / Chief of Staff	\$80,750 - \$110,160	\$72,811 - \$98,509	\$71,961 - \$97,359	\$71,961 - \$97,359	\$70,550 - \$95,450	\$70,550 - \$95,450	\$82,648 - \$111,817	\$81,829 - \$110,710	\$81,018 - \$109,613	
Events Manager	\$82,023 - \$110,160	\$78,023 - \$105,560	\$77,713 - \$104,410	\$77,713 - \$104,410	\$76,409 - \$103,376	\$75,651 - \$102,352	\$74,167 - \$100,344	\$73,433 - \$99,350	\$73,433 - \$99,350	\$72,705 - \$98,366
Foreign Policy Advisor										\$85,159 - \$115,214

Job Title	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Lead Advisor (Correspondence Unit)	\$72,060 - \$96,681	\$67,162 - \$90,850	\$66,312 - \$89,715							
Media Advisor				\$66,312 - \$89,715	\$65,654 - \$88,826					
Media Assistant						\$42,022 - \$56,853	\$46,123 - \$62,402	\$45,219 - \$61,178	\$44,771 - \$60,572	\$44,327 - \$59,972
Ministerial Advisor							\$86,870 - \$117,530	\$86,010 - \$116,367	\$85,159 - \$115,214	\$85,159 - \$115,214
Ministerial Advisor/Press Secretary									\$86,972 - \$117,667	
Ministerial Advisor (Level 1)		\$77,160 - \$104,393	\$76,130 - \$103,243	\$76,130 - \$103,243	\$75,554 - \$102,221	\$74,806 - \$101,207	\$74,064 - \$100,205			
Ministerial Advisor (Level 2)	\$96,135 - \$129,252	\$92,150 - \$124,652	\$91,825 - \$123,502	\$91,825 - \$123,502	\$90,380 - \$122,279	\$88,608 - \$119,881	\$100,499 - \$135,968			
Ministerial Assistant (Includes Correspondence Unit, Records Office)			\$46,087 - \$53,535	\$43,992 - \$51,102	\$43,568 - \$52,741	\$36,324 - \$49,143	\$37,104 - \$50,199	\$35,677 - \$48,268	\$34,977 - \$47,322	\$34,291 - \$46,394
Ministerial Secretary								\$39,961 - \$54,064	\$39,565 - \$53,528	\$44,309 - \$55,948
Ministerial Secretary (level 1)							\$44,753 - \$60,548			
Ministerial Secretary (Level 2)							\$53,717 - \$72,676			
Office And Project Coordinator		Non-banded	Non-banded							
Personal Private Secretary										\$69,899 - \$94,570
Press Secretary				\$92,316 - \$124,897			\$88,721 - \$120,034	\$87,842 - \$118,845	\$86,972 - \$117,667	\$85,266 - \$115,359
Press Secretary (Level 1)	\$82,023 - \$110,160	\$78,023 - \$105,560	\$77,713 - \$104,410	\$77,713 - \$104,410	\$76,409 - \$103,376	\$75,651 - \$102,352	\$74,167 - \$100,344			
Press Secretary (Level 2)	\$97,166 - \$130,647	\$93,166 - \$126,047	\$92,316 - \$124,897	\$92,316 - \$124,897	\$91,401 - \$123,660	\$90,496 - \$122,435	\$104,328 - \$141,149			

Job Title	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Principal Communications Advisor										\$142,242 - \$192,445
Private Secretary (Administration)	\$61,561 - \$82,476	\$57,561 - \$77,876	\$56,711 - \$76,726				\$44,753 - \$60,548	\$44,309 - \$59,948	\$44,309 - \$59,948	\$44,309 - \$59,948
Private Secretary (Administration/Diary/Executive Support)				\$55,894 - \$75,621	\$55,340 - \$74,871	\$54,791 - \$74,129	\$53,717 - \$72,676	\$53,717 - \$72,676		\$53,717 - \$72,676
Private Secretary (Advisory)				\$56,558 - \$76,519	\$55,998 - \$67,561	\$54,899 - \$74,276	\$53,822 - \$72,818	\$53,290 - \$72,097	\$52,762 - \$71,383	\$51,726 - \$72,676
Private Secretary (Advisory/Media)	\$81,160 - \$108,993	\$77,160 - \$104,393	\$76,130 - \$103,243	\$76,130 - \$103,243	\$75,554 - \$102,221	\$74,806 - \$101,207	\$74,064 - \$100,205	\$74,064 - \$100,205		\$74,064 - \$100,205
Private Secretary (Media)	\$61,217 - \$82,010	\$57,561 - \$77,876	\$56,367 - \$76,260	\$56,367 - \$76,260			\$54,171 - \$73,290	\$53,635 - \$72,564	\$53,103 - \$71,846	\$52,062 - \$70,437
Private Secretary (Executive Support)	\$72,060 - \$96,681	\$78,023 - \$105,560	\$77,173 - \$104,410	\$64,664 - \$87,191	\$63,807 - \$86,328	\$62,556 - \$84,635				
Private Secretary Portfolio Support								Non-banded		
Research and Policy Director	Non-banded	Non-banded								
Roving Private Secretary									\$59,530 - \$80,541	\$58,362 - \$78,961
Secretary To Parliamentary Under-Secretary							\$44,753 - \$60,548			
Senior Advisor							\$123,062 - \$166,495	\$121,843 - \$164,846	\$120,636 - \$163,213	\$118,270 - \$160,013
Senior Advisor/Advisor to Parliamentary Under-Secretary							\$100,499 - \$135,968	\$100,499 - \$135,968	\$100,499 - \$135,968	
Senior Designer			Non-banded	Non-banded						
Senior Economic Advisor								\$121,843 - \$164,846	\$120,636 - \$163,213	\$118,270 - \$160,013
Senior Ministerial Advisor	\$109,605 - \$146,878	\$105,650 - \$142,878	\$105,605 - \$142,878	\$105,605 - \$142,878	\$104,559 - \$141,462	\$102,509 - \$138,688	\$100,499 - \$135,968	\$100,499 - \$135,968	\$100,499 - \$135,968	\$98,527 - \$133,302

Job Title	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Senior Press Secretary	\$140,250 - \$189,750	\$125,800 - \$170,200	\$125,800 - \$170,200	\$125,800 - \$170,200	\$125,800 - \$170,200	\$125,800 - \$170,200	\$104,328 - \$141,149	\$103,294 - \$139,751	\$103,294 - \$139,751	\$103,294 - \$139,751
Senior Private Secretary Inside Cabinet	\$102,000 - \$138,000	\$94,486 - \$127,834	\$93,636 - \$126,684	\$93,636 - \$126,684	\$92,650 - \$125,350	\$92,650 - \$125,350	\$82,648 - \$111,817	\$81,829 - \$110,710	\$81,018 - \$109,613	\$80,216 - \$108,527
Senior Private Secretary Outside Cabinet	\$91,545 - \$123,855	\$86,700 - \$117,300	\$85,850 - \$116,150	\$85,850 - \$116,150	\$84,150 - \$113,850	\$83,300 - \$112,700	\$72,011 - \$97,426	\$72,011 - \$97,426	\$71,298 - \$96,461	\$69,899 - \$94,570
Senior Private Secretary to Parliamentary Under-Secretary		\$86,700 - \$117,300	\$85,850 - \$116,150	\$85,850 - \$116,150		\$83,300 - \$112,700				
Senior Specialist Communications						\$105,372 - \$142,561				
Specialist Ministerial Advisor	\$109,605 - \$146,878	\$136,000 - \$184,000	\$136,000 - \$184,000	\$136,000 - \$184,000	\$136,000 - \$184,000	\$136,000 - \$184,000	\$115,663 - \$156,846			
Strategic Communications Manager		\$108,555 - \$146,868	\$108,555 - \$146,868	\$108,555 - \$146,868					\$86,972 - \$117,667	
Strategic Communications and Relationship Manager								\$87,842 - \$118,845		
Strategic Relationship Manager										\$85,266 - \$115,359
Transition Manager						Non-banded				
Visual Content Designer	\$61,217 - \$82,010	\$57,561 - \$77,876								

*When a role is advertised the corresponding salary band is advertised with it. These salary bands may change over the course of financial years 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 are re-evaluated and changed. Therefore, the corresponding salary may increase or decrease.