

Jason Mitchell
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4 August

Dear Jason,

OIA 25-26-02: Recruitment and Expenses for Global Tariff Lead Project Manager Position

Thank you for your email of 30 June 2025 to New Zealand Trade and Enterprise (NZTE), making a request under the Official Information Act 1982 (the Act). You requested the following information:

Under the Official Information Act 1982, I respectfully request the following information regarding the Global Tariff Lead Project Manager role:

1. Recruitment Process

Was this role advertised (internally or externally)? If so, please provide:

-A copy of the advertisement and the dates and platforms where it was advertised

If the role was not advertised, please provide:

-The reasons for not advertising

-Any internal discussion or policy that supported this decision

2. Internal Communications

I request copies of all emails or written communications involving the General Manager or senior leader responsible for this role, relating to:

-The creation of the Global Tariff Lead Project Manager role -The hiring process or appointment to this role

This may include discussions on business need, approval to create the position, internal justifications, and communications with recruitment teams/people managers.

3. Expenses Incurred

Please provide a breakdown of expenses incurred by the individual appointed to this position, including but not limited to:

- Domestic and international travel*
- Accommodation*
- Meals and hospitality*
- Conference or event attendance*
- Training or professional development costs*
- Any other reimbursed business-related expenses*

If any part of this request requires clarification or refinement to ensure a reasonable response within the scope of the OIA, I am happy to assist.

Answers to your questions are as follows.

1. NZTE plays a proactive role in helping New Zealand exporters navigate emerging global challenges by providing tailored support, expert advice, and access to international networks. Following President Trump's tariffs announcements, NZTE assessed the potential implications for New Zealand exporters.

In April 2025, NZTE recognised the need for an immediate, coordinated tariff response across NZTE and with other government agencies. NZTE established a short-term (three month) secondment project management role to lead efforts in supporting exporters to quickly access the information and support they need to navigate the shifting global trade conditions. This process was led by the General Manager Customer Solutions and General Manager International who, as General Managers per our policy guidance, have delegated authority to approve a contract and appointments to six months.

The role required someone who could step in quickly and continue the momentum of NZTE's tariff response that was established by another team member. After assessing internal options, two potential candidates were considered. One declined the opportunity, while the second accepted, allowing us to move swiftly to meet the short-term demand. Given the temporary nature, NZTE's recruitment approach for short term (under six months) internal secondment roles does not require advertising.

On 15 April, NZTE's Lead Team confirmed the decision to create the role and engaged the NZTE People Team to deliver this. The secondment ran from 30 April to 30 July.

2. Please find an email thread between the General Manager Customer Solutions, General Manager International and the People Business Partner regarding the creation and the appointment of the Global Tariff Lead Project Manager role attached as Appendix One. In addition, please find the PD attached as Appendix Two.

Other recruitment related discussions around the need for this role may have taken place in various communications. However, gathering these details would be administratively challenging and time-consuming. Therefore, we are refusing this request under s18(f) and s9(2)(a) to protect the privacy of individuals where personal information may be identifiable.

3. Please find expenses incurred by the Global Tariff Lead Project Manager from 30 April to 30 June 2025 below in Appendix Three.

You have the right under section 28(3) of the Act to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at: www.ombudsman.parliament.govt.nz or freephone: 0800 802 602.

Yours sincerely



Melissa Trochon
Director – Board & Ministerial

Appendix Three: Travel Expenses incurred by the Global Tariff Lead Project Manager from 30 April to 30 June 2025

Category	Details	Cost
Domestic Travel	Flights & Accommodation for one night in Wellington (23-24 June) to attend a conference and two events.	\$626
Event Attendance	Conference in Wellington	\$220
Meals & Transport during stay in Wellington	Breakfast, lunch and dinner & Transport (taxis/ubers)	\$222
Event Attendance	Event in Auckland	\$55
Event Attendance	Conference in Auckland	\$66
TOTAL		\$1,189