



19 August 2019

Edwin Hollier
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Dear Mr Hollier

Official Information Request
Our Ref: SSCOIA 2019-0206

I refer to your official information request received on 13 July 2019 for:

- *The job description for the Secretary of Treasury*
- *The salary band minimum-maximum for the job*
- *The job brief developed for the latest employment process*
- *The media that the job was advertised on (e.g. Seek, other sites, other publications) The copy of all job advertisements*
- *The number of applicants and their location (e.g. 15 from NZ, 2 from the UK)*
- *The process by which all applicants were longlisted or shortlisted and who was responsible*
- *The interview methodology e.g. length, assessment centre, questions*
- *The number of applicants interviewed.*

On 8 August 2019 we advised you that we needed to extend the timeframe to make our decision due to necessary consultation that needed to occur. We have now completed those consultations.

Information being released

In response to your request, the vacancy for the Secretary to the Treasury and Chief Executive was widely advertised on the State Services Commission's website, SEEK NZ website, Govt Jobs NZ website, Executive Search Consultancy's website, the Economist Job Board website and the Dominion Post.

Please find enclosed the following document outlined in the table below:

Item	Document Description	Decision
1	Vacancy Advert: Secretary to the Treasury and Chief Executive, the Treasury	Released in full

The application process

24 applications were received for the role of Secretary to the Treasury. From the information provided in the applications, eight applicants were NZ residents, 10 applicants were not NZ residents and information for six applicants is not held by the State Services Commission.

The applications for the Secretary to the Treasury were considered by the State Services Commission (SSC) in relation to the role's key leadership capabilities (which are outlined in the position description for the Secretary to the Treasury).

SSC engaged an external executive search and assessment consultancy group for this appointment. SSC decided who would be longlisted and shortlisted.

The external consultancy group interviewed longlisted candidates and prepared advice for SSC's consideration for shortlisting.

Five applicants were shortlisted to proceed through to an interview. Before the interview, the shortlisted candidates underwent a suite of assessments with the external consultancy group.

The shortlisted candidates were then interviewed by an interview panel chaired by the Commissioner. Further information relating to the interview panel can be found in the Cabinet Paper publicly available on the SSC website and outlined in the table below.

Each interview was approximately one hour in duration and included a short presentation by the candidate, followed by a series of competency-based questions based on the requirements of the role, as set out in the position description and the leadership success profile.

Information publicly available

The position description outlined in the table below is publicly available on the SSC website, we are therefore refusing this part of your request under section 18(d) of the Official Information Act on the grounds that the information is publicly available.

In making our decision, we have considered the public interest considerations in section 9(1) of the OIA.

Item	Document Description	Website Address
1	Position Description: Secretary to the Treasury and Chief Executive (The Treasury)	Secretary of Treasury Position Description
2	Cabinet Paper: Appointment – Secretary to the Treasury and Chief Executive (The Treasury)	Appointment - Secretary to the Treasury and Chief Executive (The Treasury)

Salary band minimum - maximum

The Commissioner regularly monitors other markets which informs his decision on a remuneration range for each chief executive role based on job size. The sizing of each chief executive role is carried out independently of the SSC by organisations with specialist expertise. The sizing evaluation is then converted by SSC to identify the government remuneration range applicable for that position.

Remuneration ranges for chief executive roles are established to allow reward and progression as the chief executive develops and performs in the position. As at August 2019, the remuneration range for the secretary to the Treasury role is \$418,048 - \$681,600.

If you wish to discuss this decision with us, please feel free to contact Ministerial.Services@ssc.govt.nz.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that we intend to publish this letter (with your personal details removed) and enclosed documents on the State Services Commission's website.

Yours sincerely



Nicky Dirks
Managing Principal – Ministerial Services
State Services Commission