



Te Kawa Mataaho
Public Service Commission

18 February 2021

9(2)(a) privacy

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Dear 9(2)(a) privacy

Official Information Request

Our Ref: OIA 2021-0006

I refer to your official information request received on 26 January 2021 where you asked for:

“Under the Official Information Act I request a copy of the following information in relation to your recent announcement that Grainne Moss will be the Chief Executive leading the Public Service’s pay equity work:

- 1. All advice, reports and Cabinet papers received or prepared by the Public Service Commission in relation to the position of Chief Executive leading the Public Service’s pay equity work.*
- 2. All available information about the department/ministry that this position leads – such as name of the department, staffing and total amount budgeted for the work.*
- 3. Copies of the job description prepared for the position of Chief Executive leading the Public Service’s pay equity work.*
- 4. Copies of all advertisements for the position of Chief Executive leading the Public Service’s pay equity work, this should include the dates and publications in which the advertisements appeared.*
- 5. Names of all persons who sat on the interview panel for the position of Chief Executive leading the Public Service’s pay equity work.*
- 6. Dates of all interviews held for the position of Chief Executive leading the Public Service’s pay equity work as well as the number of applicants shortlisted and interviewed for the position.*

Where information is withheld, I request you provide the title and date of the communication/document withheld, the reason for refusal and the grounds in support of that reason as required by section 19(a)(i) and (ii) of the Official Information Act.”

Information being released

In response to questions two and three of your request, please find attached a copy of the position description for Mrs Moss’ role at Te Kawa Mataaho Public Service Commission. This role is leading the pay equity work for the Public Service, which is a priority for the Government.

The role is not a statutory Chief Executive role. Therefore, the appointment process that is followed for those roles, was not required. We are therefore refusing questions one, four, five and six of your

request under section 18(e) of the Official Information Act on the grounds that this information does not exist.

If you wish to discuss this decision with us, please feel free to contact Ministerial.Services@publicservice.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) on the Te Kawa Mataaho Public Service Commission's website.

Yours sincerely



Nicky Dirks

Managing Principal – Ministerial Services
Te Kawa Mataaho Public Service Commission

SCHEDULE A – Position Description

Position description	
Position	System Lead – Pay Equity
Department	Public Service Commission
Context	<p>With the enactment of the Equal Pay Amendment Act 2020, the public sector expects to receive a number of pay equity claims across a wide range of workforces in the next year.</p> <p>The role of the System Lead – Pay Equity is to provide strategic advice and leadership to the Public Service in relation to pay equity in this period of initial intensity and while the Public Service develops its approach to pay equity claims.</p> <p>The System Lead has key sector and system leadership roles, including briefing the Public Service Leadership Team by invitation of the Public Service Commissioner.</p>
Key external relationships	The System Lead – Pay Equity has key working relationships with the Public Service chief executives, unions and pay equity professionals working in other departments. This role will also provide advice directly to the Minister for the Public Service at the Public Service Commissioner's invitation.
Performance profile	
Accountabilities	<p>The System Lead – Pay Equity is specifically accountable for:</p> <ul style="list-style-type: none"> • providing strategic advice across the Public Service in relation to pay equity including its economic impacts across New Zealand; • advising Ministers as appropriate at the direction of the Public Service Commissioner; • developing work programmes and budget bids, working with unions to progress claims and keeping the Public Service Leadership Team updated at the invitation of the Public Service Commissioner; • directing the pay equity work within the Public Service Commission including setting priorities for it and overseeing the work of the Public Service Commission staff in this area; • managing a part-time executive assistant who will support this role.
Priorities	<p>The priorities for the System Lead – Pay Equity will be to:</p> <ul style="list-style-type: none"> • give effect to the Framework for the Governance and Oversight of State Sector Pay Equity Claims including supporting funding agencies to set up their oversight functions for Funded sector claims; • provide oversight of the provision of technical expertise and advice to State sector agencies with claims on how to apply the Pay Equity Principles and the Equal Pay Act; • chair the Central Agency Pay Equity Governance Group; • chair the Chief Executives Steering Group for the PSA Public Service Admin and Clerical Pay Equity Claims; • lead the development of capability of the system as a whole in pay equity including in-depth education on pay equity to agencies and organisations (as appropriate).
Security Clearance	Appointment may be subject to a New Zealand Government security clearance.

Person Profile

Leadership and stewardship service

Excellent leadership is essential for a high performing, professional and world class Public Service. Underpinning senior leadership is the requirement to adhere to the Public Service Commissioner's Standards of Integrity and Conduct and the higher bar expected of senior leader behaviour.

Profile

The System Lead – Pay Equity will need to:

- have significant experience in implementing transformation programmes within organisations and across systems, managing change, and shaping organisational cultures;
- have strong organisational and leadership skills and experience in both policy and operational service delivery, particularly as it relates to pay equity;
- be able to exert effective system level strategic leadership through the right balance of direction and influence, working through complex challenges with Ministers, chief executives and unions as stakeholders;
- demonstrate the ability to build effective relationships and strategic partnerships with other government and non-government stakeholders, including iwi and unions;
- have experience working with Māori and Pacific peoples, and demonstrate cultural sensitivity and an understanding of the Treaty of Waitangi;
- have significant experience working with Ministers and be able to deliver expert, frank and timely advice to Ministers and Government on all matters relating to pay equity; and
- have a high level of personal integrity and commitment to the impartiality and neutrality of the Public Service.

Position specific competencies

Leading strategically

Think, plan, and act strategically; to engage others in the vision, and position teams, organisations, and sectors to meet customer and future needs.

Lead and communicate in a clear, persuasive, and impactful way; to convince others to embrace change and take action.

Connect with and inspire people to build a highly motivated and engaged workforce.

Enhancing system performance

Drive innovation and continuous improvement; to sustainably strengthen long-term organisational performance and improve outcomes for customers.

Work collectively across boundaries; to deliver sustainable and long-term improvements to systems and customer outcomes.

Bridge the interface between Government and the Public sector; to engage political representatives and shape and implement the Government's policy priorities.

Achieving through others

Demonstrate achievement, drive, ambition, optimism, and delivery-focus; to make things happen and achieve ambitious outcomes.

Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of the role.

Effectively delegate and maintain oversight of work responsibilities; to leverage the capability of direct reports and staff to deliver outcomes for customers.

Developing talent:

Manage people performance and bring out the best in managers and staff; to deliver high quality results for customers.

Coach and develop diverse talents to build people capability required to deliver outcomes.

Build cohesive and high performing teams; to deliver collective results that are more than the sum of individual efforts.

**The competencies outlined in this position description are the specific requirements of the role at this time. To see the full range of capabilities required go to: <https://www.ssc.govt.nz/leadership-success-profile>.*

RELEASED UNDER THE OFFICIAL INFORMATION ACT