



19 August 2019

Dear [REDACTED]

**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)        | <a href="#">Secretary of Treasury Position Description</a>                                 |
| 2    | Cabinet Paper: Appointment – Secretary to the Treasury and Chief Executive (The Treasury) | <a href="#">Appointment - Secretary to the Treasury and Chief Executive (The Treasury)</a> |

### 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](mailto: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](http://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**



### **Vacancy: Secretary to the Treasury and Chief Executive, the Treasury**

The Treasury is the Government's principal economic and financial advisor. Its work improves the wellbeing and prosperity of all New Zealanders by ensuring the nation's macroeconomy is stable, and by enabling a high performing State sector.

The Treasury is working in partnership with others to improve the wellbeing and living standards for New Zealanders. The Treasury is taking a new approach and direction to how the public sector will influence the macroeconomic and fiscal system. It manages the Crown's finances and balance sheet, and influences institutional and regulatory policy.

The Secretary to the Treasury and Chief Executive (Secretary) of the Treasury leads the co-ordination and alignment of national economic and financial policies and strategies, and leads the department in pursuit of the Government's goal of improved wellbeing for New Zealanders.

We are looking for a highly experienced executive leader who will work collaboratively to build and maintain a partnership approach with Public Service Chief Executive colleagues, agencies and the Reserve Bank in achieving the Government's goal of improved wellbeing for New Zealanders. The Secretary will be a trusted advisor to Ministers and will also have executive experience at managing a complex operating environment which influences the New Zealand economy. The Secretary will be both an expert in financial and economic policy leadership and State sector management and strategy.

If you think that you are the right person for this vital role, an application pack can be downloaded from [www.ssc.govt.nz](http://www.ssc.govt.nz). For further information or a confidential discussion about this position, please contact Jo Fisher at Fisher Leadership on +61 4 18473478 or Mira Bacej at Fisher Leadership on +61 437 771 424.

Applications must be submitted to [sscsectreas@fisherleadership.com](mailto:sscsectreas@fisherleadership.com) by 24 February 2019.

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Related resources available from Fisher Leadership

- Position Description
- Application Form
- Guide for Applicants