



HEALTH QUALITY & SAFETY
COMMISSION NEW ZEALAND

Kupu Taurangi Hauora o Aotearoa

PO Box 25496
Wellington 6146
New Zealand

T: +64 4 901 6040
F: +64 4 901 6079
E: info@hqsc.govt.nz
W: www.hqsc.govt.nz

20 September 2022

[REDACTED]
[REDACTED]

Re: Health Quality & Safety Commission Pay Bands

Dear [REDACTED]

Official information request

Please find below our response to your official information request relating to pay bands.

Your organisation's current salary bands;

The Commission's approach to remuneration uses public sector market median as the reference point for our ranges; considers Government expectations; and rewards individual and collective performance.

This policy applies to all staff within the Commission with the exception of the Chief Executive whose terms and conditions are set by the Public Services Commission (the Chief Executives information is excluded from these tables but is reported annually in the Commission's annual report).

The job size correlates to the Commission's job bands. Positions of similar sizes are then grouped together in the same band. These bands are updated from time to time using Public Sector market data commissioned from an independent provider of this market data such as Korn Ferry Group.

The Commission currently has staff in bands 13 to 23 and band information and ranges are provided below. These figures are base salary (and exclude Kiwi saver contributions):

Bands and ranges - Base				
2022				
Levels	85%	100%	115%	
11	45,339	53,340	61,341	
12	49,300	58,000	66,700	
13	54,018	63,550	73,083	
14	60,775	71,500	82,225	
15	69,027	81,208	93,389	
16	80,490	94,694	108,898	
17	95,919	112,846	129,773	
18	114,767	135,020	155,273	
19	133,760	157,365	180,970	
20	157,053	184,768	212,483	
21	182,750	215,000	247,250	
22	212,549	250,058	287,567	
23	242,709	285,540	328,371	
24	288,506	339,419	390,332	
25	310,925	365,794	420,663	

Which jobs fall into which of those salary bands;

The following table outlines which roles currently fall into which bands. As the commission is a small organisation some bands have been reported together so as to not give away individual salary ranges within those band's remuneration rates. Some roles also straddle both salary bands 17/18 as dependant on experience, accountability, seniority, people management as well as relativities with other staff.

Pay Bands	Job Title
13/14	Administrators
	Executive Assistants
	Team Coordinators
	Analyst/Data Scientists (Junior)
	Corporate Services Administrators
	Data Analysts

	Finance & IT Administrators
	Graduate Analysts
	Committees Coordinators
	Programme Coordinators
15/16	Analysts
	Data Scientists
	Data Coordinator
	Senior Executive Assistants
	Editorial & Publications Advisors
	Office Manager
17	Advisors
	Change Implementation Managers
	Community development managers
	Consumer engagement advisors
	Project/Programme Managers
	National Coordinators
	Quality Improvement Advisors
	Senior Advisors
	Senior Analysts
	Senior Communications / Marketing Advisors
	Senior data analysts
	Survey Managers
18	Analytics Managers
	Clinical Leads
	Specialists
	Cultural Advisors
	Principal Data Scientists
	Quality Improvement Advisors

	Senior Advisors
	HR Managers
	Senior Policy Analysts
	Senior Project Managers
	Senior Specialist Advisors
	SQL Senior Developer
19	Assistant Directors
	Chief/Lead Advisors
	Principal Advisors
	Principal Policy Analysts
	Public Health Medicine Specialist
	Senior Managers
20 to 23	Director Roles
	Kaumātua/Cultural Advisor
	Public Health Specialist
	Medical Director

If your organisation has negotiated a collective agreement that provides for new salary bands that are not yet in effect, those salary bands; and

The Commission does not have a collective agreement that provides for new salary bands that are not yet in effect.

If so, which jobs will fall into which of those not yet in effect salary bands;

The Commission does not have any jobs which are not yet in effect salary bands.

Any policy your organisation has re the position within a band at which a new appointee to a role will typically be placed.

From the Commission's HR policy:

Remuneration

The Commission's approach to remuneration is to offer remuneration that is both fair and competitive; uses public sector market median as the reference point for our ranges; takes into account Government expectations; and rewards individual and collective performance.

This policy applies to all staff within the Commission with the exception of the Chief Executive whose terms and conditions are set by the Public Service Commission.

Setting the remuneration for a role

The Commission uses job evaluation to determine the size of individual roles. Some new roles are independently evaluated while other roles are 'slotted' against existing evaluations for other roles. This ensures we are using external and internal comparisons for our job sizes.

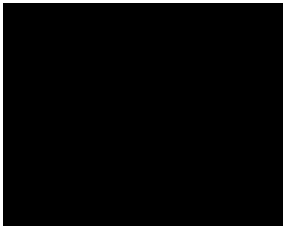
The job size correlates to the Commission's job bands. Positions of similar sizes are then grouped together in the same band. These bands are updated from time to time using Public Sector market data commissioned from an independent provider of this market data such as Korn Ferry Group. This is to ensure we are able to offer salaries that are comparable with others in the pool we most commonly recruit from. There will be times when a role also needs to reference specialist market information. Job bands are structured around a mid-point which represents the appropriate salary for someone who is fully competent in the role. They range from 85 – 115% of this mid-point figure.

Individual starting salaries are determined by the relevant skills, knowledge and experience an individual brings to the position. Managers may appoint up to this level, except where there are exceptional reasons for appointing higher in the band. Any exceptional reasons will need to be confirmed by the Director of Corporate Services or CE subject to consultation with HR and Finance.

If you have any queries, please feel free to contact us at info@hqsc.govt.nz. If any additional factors come to light which are relevant to your request, please do not hesitate to contact us so that these can be considered.

Please note that the Commission publishes some of its OIA responses on its website, after the response is sent to the requester. The responses published are those that are considered to have a high level of public interest. We will not publish your name, address or contact details.

Yours sincerely



Health Quality & Safety Commission