

Appendix B

List of roles with a time allowance for union activities

This appendix contains:

1. a list of MBIE's pay bands – for your cross-reference with the list of roles in the same appendix; and
2. a table containing:
 - a) the list of roles in scope of this request;
 - b) the corresponding position description label (to facilitate location of the position description in Appendix C;
 - c) the hours for union duties as per the *Mahi Tahi* agreement; and
 - d) the specific pay band or a listed position.

List of pay bands

The pay bands currently used by MBIE are listed in the table below. These figures are current as of March 2024.

| Step Range (Band) | Minimum | Maximum |
|-------------------|-----------|-----------|
| B | \$55,624 | \$65,829 |
| D | \$63,278 | \$68,380 |
| E | \$60,727 | \$70,625 |
| F | \$63,278 | \$75,114 |
| G | \$68,380 | \$77,359 |
| H | \$72,869 | \$81,848 |
| I | \$72,869 | \$83,292 |
| J | \$75,114 | \$88,266 |
| K | \$75,114 | \$93,724 |
| L | \$77,359 | \$96,453 |
| M | \$85,537 | \$99,182 |
| N | \$85,537 | \$101,911 |
| O | \$81,848 | \$101,911 |
| P | \$90,995 | \$107,369 |
| Q | \$96,453 | \$112,856 |
| R | \$101,911 | \$121,196 |
| S | \$96,453 | \$121,196 |
| T | \$115,585 | \$138,028 |
| U | \$110,098 | \$138,028 |
| V | \$118,390 | \$143,639 |
| W | \$132,417 | \$160,472 |
| X | \$132,417 | \$160,472 |

List of position descriptions

When reading these documents, please note:

- Some position descriptions refer to roles that are generic or shared by more than one person.
- The exact duties of individual staff with the same job title may vary.
- Details on documents such as locations of work, salary ranges and business groups on the documents are those that were in place at the time the document was written.

| Doc | Hours (as per Mahi Tahī Agreement) | Position | Band |
|-----|------------------------------------|---|------|
| 1 | 8-10 per month | Associate Patent Examiner | I |
| 2 | 8-10 per month | Border Officer | J |
| | 8-10 per month | Border Officer | J |
| | 8-10 per month | Border Officer | J |
| | 8-10 per month | Border Officer | J |
| | 8-10 per month | Border Officer | J |
| 3 | 8-10 per month | Business Advisor | J |
| | 8 hours per week | Business Advisor | J |
| 4 | 8-10 per month | Business Immigration Specialist | J |
| 5 | 8-10 per month | Client Services Advisor | E |
| | 8-10 per month | Client Services Advisor | E |
| | 8-10 per month | Client Services Advisor | E |
| | 8-10 per month | Client Services Advisor | E |
| | 8-10 per month | Client Services Advisor | E |
| | 8-10 per month | Client Services Advisor | E |
| | 8-10 per month | Client Services Advisor | E |
| | 12-14 hours per month | Client Services Advisor | E |
| | 16 hours per week | Client Services Advisor | E |
| | 12-14 hours per month | Client Services Advisor | E |
| 6 | 8-10 per month | Early Resolution Facilitator | I |
| 7 | 8-10 per month | Engagement Partner Recognised Seasonal Employer (RSE) | V |
| 8 | 8-10 per month | Immigration Manager | P |
| | 8-10 per month | Immigration Manager | P |
| | 8-10 per month | Immigration Manager | P |
| | 8-10 per month | Immigration Manager | P |
| | 8-10 per month | Immigration Manager | P |
| | 8-10 per month | Immigration Manager | P |
| 9 | 8-10 per month | Immigration Officer | F |
| | 8-10 per month | Immigration Officer | F |
| | 8-10 per month | Immigration Officer | F |
| | 8-10 per month | Immigration Officer | F |
| | 8-10 per month | Immigration Officer | F |

| Doc | Hours (as per Mahi Tahī Agreement) | Position | Band |
|-----------------------|------------------------------------|--------------------------------------|------|
| | 8-10 per month | Immigration Officer | F |
| | 8-10 per month | Immigration Officer | F |
| | 8-10 per month | Immigration Officer | F |
| | 10 hours per week | Immigration Officer | F |
| | 8-10 per month | Immigration Officer | F |
| | 8-10 per month | Immigration Officer | F |
| | 8-10 per month | Immigration Officer | F |
| | 8-10 per month | Immigration Officer | F |
| | 8-10 per month | Immigration Officer | F |
| | 8-10 per month | Immigration Officer | F |
| | 8-10 per month | Immigration Officer | F |
| | 8-10 per month | Immigration Officer | F |
| | 12-14 hours per month | Immigration Officer | F |
| | 16 hours per week | Immigration Officer | F |
| | 12-14 hours per month | Immigration Officer | F |
| | 12-14 hours per month | Immigration Officer | F |
| | 12-14 hours per month | Immigration Officer | F |
| | 8 hours per week | Immigration Officer | F |
| | 12-14 hours per month | Immigration Officer | F |
| | 12-14 hours per month | Immigration Officer | F |
| 12-14 hours per month | Immigration Officer | F | |
| 12-14 hours per month | Immigration Officer | F | |
| 10 | 8-10 per month | Kai Herenga - Advisor Maori | J |
| | 12-14 hours per month | Kai Herenga - Advisor Maori | J |
| 11 | 8-10 per month | Labour Inspector | L |
| | 8-10 per month | Labour Inspector | L |
| | 8-10 per month | Labour Inspector | L |
| | 8-10 per month | Labour Inspector | L |
| | 8-10 per month | Labour Inspector | L |
| | 8-10 per month | Labour Inspector | L |
| 12 | 8-10 per month | Labour Standards Officer | G |
| 13 | 12-14 hours per month | Lead Insolvency Officer | N |
| 14 | 8-10 per month | Legal Researcher | J |
| 15 | Full time | MBIE PSA Co-Convenor | R |
| | Full time | MBIE PSA Co-Convenor | R |
| 16 | 8-10 per month | Manager Operations Support | R |
| 17 | 8-10 per month | Mediator (Employment) | S |
| 18 | 8-10 per month | Mediator (Tenancy) | L |
| 19 | 8-10 per month | PA/Team Administrator | E |
| 20 | 8-10 per month | Patent Examiner | N |
| 21 | 8-10 per month | Practice Lead Refugee and Protection | V |
| 22 | 8-10 per month | Principal Labour Inspector | R |
| 23 | 8-10 per month | Principal Researcher | R |
| 24 | 8-10 per month | Quality Assurance Analyst | J |

| Doc | Hours (as per Mahi Tahi Agreement) | Position | Band |
|-----|------------------------------------|---|------|
| | 8-10 per month | Quality Assurance Analyst | J |
| 25 | 8-10 per month | Radio Spectrum Investigator | N |
| 26 | 8-10 per month | Researcher | J |
| 27 | 12-14 hours per month | Residential Services Officer | B |
| 28 | 8-10 per month | Senior Advisor - Stakeholder Engagement | R |
| 29 | 8-10 per month | Senior Advisor Digital Channels | N |
| 30 | 8-10 per month | Senior Border Officer | L |
| 31 | 8-10 per month | Senior Client Services Advisor | G |
| | 8-10 per month | Senior Client Services Advisor | G |
| | 8-10 per month | Senior Client Services Advisor | G |
| | 12-14 hours per month | Senior Client Services Advisor | G |
| | 8 hours per week | Senior Client Services Advisor | G |
| | 12-14 hours per month | Senior Client Services Advisor | G |
| | 12-14 hours per month | Senior Client Services Advisor | G |
| 32 | 8-10 per month | Senior Communications Advisor | R |
| 33 | 8-10 per month | Senior Compliance Officer | R |
| | 8 hours per week | Senior Compliance Officer | R |
| 34 | 8-10 per month | Senior Immigration Officer | I |
| | 10 hours per week | Senior Immigration Officer | I |
| | 8-10 per month | Senior Immigration Officer | I |
| | 12-14 hours per month | Senior Immigration Officer | I |
| | 12-14 hours per month | Senior Immigration Officer | I |
| | 12-14 hours per month | Senior Immigration Officer | I |
| | 12-14 hours per month | Senior Immigration Officer | I |
| | 10 hours per week | Senior Immigration Officer | I |
| 35 | 8-10 per month | Senior Investigating Accountant | R |
| 36 | 16 hours per week | Senior Mediator (Tenancy) | N |
| 37 | 8-10 per month | Senior Patent Examiner | R |
| | 8-10 per month | Senior Patent Examiner | R |
| 38 | 8-10 per month | Senior Policy Advisor | U |
| 39 | 8-10 per month | Senior Privacy Officer | I |
| | 8-10 per month | Senior Privacy Officer | I |
| 40 | 8-10 per month | Senior Solicitor | X |
| 41 | 8-10 per month | Senior Support Officer | E |
| | 12-14 hours per month | Senior Support Officer | E |
| 42 | 8-10 per month | Senior Technical Advisor | P |
| 43 | 8-10 per month | Senior Patent Examiner | P |
| | 8-10 per month | Senior Patent Examiner | P |
| 44 | 8-10 per month | Senior Verification Officer | J |
| | 8-10 per month | Senior Verification Officer | J |
| | 8 hours per week | Senior Verification Officer | J |
| 45 | 12-14 hours per month | Support Officer | B |
| | 12-14 hours per month | Support Officer | B |

| Doc | Hours (as per Mahi Tahī Agreement) | Position | Band |
|------------------|------------------------------------|--|------|
| 46 | 12-14 hours per month | Team Leader - Accommodation | N |
| 47 | 8-10 per month | Team Leader Support, New Zealand Claims Resolution Service | N |
| 48 and 49 | 8-10 per month | Technical Advisor | J |
| | 8-10 per month | Technical Advisor | L |
| | 8 hours per week | Technical Advisor | L |
| | 8-10 per month | Technical Advisor | L |
| | 8-10 per month | Technical Advisor | L |
| | 12-14 hours per month | Technical Advisor | L |
| 50 | 8 hours per week | Triage Officer | G |
| 51 | 10 hours per week | Verification Officer | I |