

20-D-00055

13 February 2020

S9(2)(a) [redacted]
S9(2)(a) [redacted]
New Zealand Taxpayers' Union
S9(2)(a) [redacted]

Dear S9(2)(a) [redacted]

Thank you for your email of 15 January 2020 requesting the following under the Official Information Act 1982 (the Act):

Please provide a list of currently vacant job positions, and for each one, how long the position has been vacant (or for new positions, how long since the position was first advertised).

Please also provide the total number of job positions each year, over the last ten years.

Total headcount each year as at 30 June, over the last ten years.

Please note: The Ministry does not hold the data on number of job positions. Headcount includes permanent and fixed term staff and those on secondment to other organisations.

Year	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Headcount	305	302	315	267	277	307	311	339	361	372	386

Source: 2019 HRC Department Report prepared by the State Services Commission

Headcount as at 31 December 2019: 444.

Source: Ministry for the Environment internal reporting

List of currently vacant job positions

Please refer to the attached table (Appendix 1) and the comments below. Appendix 1 shows vacancies for new positions and replacement positions as at 15 January 2020. Note, like most organisations, we did very limited advertising over the Christmas period (16 December 2019 – 6 January 2020).

Overall, the Ministry for the Environment (the Ministry) takes the following approach to determining our staffing requirements through:

- An annual business planning process which, alongside workforce planning, determines the skills, capability and staffing numbers required to meet the work programme for the next year. This also forecasts for up to a three year window.
- A 90 day planning cycle.

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- Consideration, when one of our people resigns, of the skills and capability required. This is done prior to any recruitment to ensure we target the expertise needed to match our evolving work programmes.

The Ministry has an increasing programme of work. Through the business planning process the requirements for new roles were mapped out and a phased approach to recruitment for the positions identified was planned. This was done so that roles were prioritised alongside the phasing of the work programme. Consequently not all roles have been advertised.

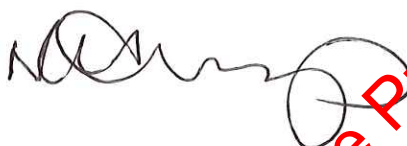
The Ministry is a project-based environment with changing talent requirements. The Ministry is undertaking further workforce planning. Recruitment for a number of vacancies have been deferred until this is completed to ensure we are recruiting for the right mix of capability, workforce numbers and types of positions required for the Ministry into to meet future requirements.

You have the right to seek an investigation and review by the Office of the Ombudsman of my decision to withhold information relating to this request, in accordance with section 28(3) of the Act. The relevant details can be found on their website at: www.ombudsman.parliament.nz.

Please note that due to the public interest in our work the Ministry for the Environment publishes responses to requests for official information on our website on our [OIA responses page](#) shortly after the response has been sent.

If you have any queries about this, please feel free to contact our Executive Relations team.

Yours sincerely



Neil Hurley
Director, People Experience

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Replacement positions vacant as at 15 January 2020

Position Title	Role Type	Replacement positions vacant since
Advisor	Fixed Term	23/11/2019
Analyst	Permanent	Filled after 15/01/20
Analyst	Permanent	Filled after 15/01/20
Analyst	Permanent	14/01/2020
Analyst	Permanent	vacant due to acting - not filling
Analyst	Fixed Term	25/11/2019
Analyst	Permanent	4/11/2019
Analyst	Permanent	11/10/2019
Analyst	Permanent	4/11/2019
Analyst	Permanent	28/09/2019
Business Analyst (PMO)	Permanent	4/11/2019
Chief Advisor	Permanent	4/11/2019
Director	Permanent	20/12/2019
Engagement Advisor	Permanent	14/10/2019
Engagement Advisor	Fixed Term	1/12/2019
Manager	Permanent	22/11/2019
Personal Assistant/Corporate Coordinator	Permanent	18/10/2019
Policy Analyst	Permanent	29/11/2019
Policy Analyst	Permanent	4/11/2019
Policy Analyst	Permanent	LWOP - not recruiting
Policy Analyst	Permanent	6/01/2020
Policy Analyst	Fixed Term	6/01/2020
Principal Advisor	Permanent	8/12/2019
Principal Analyst	Permanent	8/09/2019
Principal Analyst	Permanent	12/01/2019
Principal Analyst	Fixed Term	29/11/2019
Programme Manager	Permanent	12/10/2019
Senior Advisor	Permanent	21/12/2019
Senior Advisor	Permanent	24/12/2019
Senior Advisor	Permanent	2/10/2019
Senior Advisor	Permanent	15/11/2019
Senior Advisor	Permanent	29/11/2019
Senior Advisor	Permanent	8/12/2019
Senior Advisor	Permanent	8/12/2019
Senior Analyst	Permanent	20/09/2019
Senior Analyst	Permanent	10/01/2020
Senior Analyst	Permanent	9/12/2019
Senior Analyst	Permanent	14/01/2019
Senior Analyst	Permanent	vacant due to secondment - not filling
Senior Analyst	Permanent	24/10/2019
Senior Analyst	Fixed Term	4/11/2019
Senior Analyst	Fixed Term	13/09/2019
Senior Analyst	Permanent	4/11/2019
Senior Analyst	Permanent	25/10/2019
Senior Analyst	Fixed Term	4/11/2019
Senior Analyst	Permanent	4/11/2019
Senior Analyst	Permanent	3/10/2019
Senior Analyst (FT cover)	Fixed Term	4/11/2019
Senior Policy Analyst	Permanent	13/09/2019
Senior Policy Analyst	Fixed Term	17/10/2019
Senior Procurement Adviser	Permanent	8/11/2019
Senior Solicitor	Permanent	30/11/2019
Senior Solicitor	Permanent	13/11/2019
Senior Solicitor	Permanent	20/12/2019

New positions vacant as at 15 January 2020

Position Title	Role Type	Date advertised
Advisor	Permanent	*
Advisor	Permanent	7/02/2020
Analyst	Permanent	*
Analyst	Permanent	12/01/2019
Analyst	Permanent	*
Analyst	Permanent	*
Analyst	Permanent	*
Analyst	Permanent	4/11/2019
Analyst	Permanent	29/01/2020
Analyst	Permanent	*
Analyst	Permanent	6/01/2020
Analyst	Permanent	12/01/2020
Analyst	Permanent	12/01/2020
Analyst	Fixed Term	12/12/2019
Analyst	Fixed Term	Filled after 15/01/20
Analyst	Permanent	12/12/2019
Analyst (x 2)	Permanent	*
Analyst	Permanent	*
Coordinator	Permanent	29/11/2019
Coordinator	Fixed Term	1/12/2019
Coordinator	Fixed Term	*
Director	Permanent	13/01/2020
Finance Business Partner	Permanent	12/12/2019
Manager	Permanent	*
Manager	Permanent	*
Manager	Permanent	13/01/2020
Policy Analyst	Permanent	*
Policy Analyst	Permanent	Filled after 15/01/20
Policy Analyst	Fixed Term	25/11/2019
Pou	Permanent	*
Principal Analyst	Permanent	27/11/2019
Principal Analyst (x 2)	Permanent	*
Project Coordinator	Permanent	*
Project Manager	Permanent	*
Project Manager	Permanent	*
Project Manager	Fixed Term	*
Regional Relationship Manager	Permanent	9/12/2019
Regional Relationship Manager	Permanent	9/12/2019
Senior Advisor	Permanent	9/12/2019
Senior Advisor	Permanent	*
Senior Advisor	Permanent	Filled after 15/01/20
Senior Analyst	Permanent	27/11/2019
Senior Analyst	Permanent	17/10/2019
Senior Analyst	Permanent	17/10/2019
Senior Analyst	Permanent	*
Senior Analyst	Fixed Term	*
Senior Analyst	Permanent	17/10/2019
Senior Analyst	Permanent	*
Senior Policy Analyst	Permanent	27/11/2019
Senior Policy Analyst	Permanent	Filled after 15/01/20
Senior Policy Analyst (x 2)	Permanent	*
Senior Policy Analyst	Fixed Term	*
Senior Policy Analyst	Fixed term	*
Senior Policy Analyst	Permanent	6/01/2020
Senior Policy Analyst	Permanent	12/01/2020
Senior Policy Analyst	Permanent	12/12/2019
Senior Policy Analyst	Fixed Term	*
Senior Policy Analyst	Permanent	*
Senior Policy Analyst	Permanent	*
Senior Policy Analyst	Permanent	27/11/2019
Senior Policy Analyst	Permanent	27/11/2019
Te Ao Māori support	Permanent	*

* Yet to be advertised