



21 September 2022

Tēnā koe,

**Re: Official Information Act (OIA) Request – salary bands**

I am writing in response to your email dated 25 August 2022 in which you requested the following information:

- *Your organisation's current salary bands;*
- *Which jobs fall into which of those salary bands;*
- *If your organisation has negotiated a collective agreement that provides for new salary bands that are not yet in effect, those salary bands; and*
- *If so, which jobs will fall into which of those 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.*

Te Papa's remuneration system operates on a salary band system, where each role is assigned to a salary band with a minimum and maximum salary range. As Te Papa has a diverse workforce across a number of sectors, there are a number of jobs within each salary band. Where like positions are in the same salary band or the salary band has a similar range, this information has been consolidated and rounded to the nearest hundred. Due to this variability and the ongoing nature of changing roles, this salary band information may have limited relevance for any future searchable database of public sector positions.

Please see Appendix A for Te Papa's current salary bands and which jobs fall into those salary bands. Salary bands are reviewed on an annual basis and may change following this review.

Te Papa considers it important to maintain appropriate salary relativity between new appointees and existing job-holders. In order to ensure that relativity, salary on appointment to a job will not generally be higher than the lower of:

- the average salary of existing job-holders
- 95% of the salary range for the job

With regard to questions three and four, there are no new salary bands that are not yet in effect.

If you are not satisfied with this response you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

If you wish to discuss any aspect of your request please contact me at [OIA@tepapa.govt.nz](mailto:OIA@tepapa.govt.nz).

Yours sincerely

Frances Lawrence  
**Principal Advisor Strategy, Planning and Performance**

## Appendix A – Consolidated Salary Bands

Salary Band	Salary Range (Minimum to Maximum)	Jobs
G - J	\$47,400 - \$48,200	Kitchen Porter, Waiter, Barista, Café Crew Members, Head Kitchen Porter, Administrators, Research Assistants, Te Papa Hosts, Commis Chef, Sales Assistants
K	\$47,400 - \$51,700	Facilities Administrators/Coordinators, Demi Chef de Partie
L	\$47,400 - \$60,000	Security Officers, Installers, Collection Data Officers/ Assistant Collection Managers, Curatorial Research Assistants, Tour Hosts, Chef de Partie, Hospitality/Retail Supervisors, Stock Controller, Finance Officer
M	\$47,400 - \$69,900	Facility Maintenance Technician, Senior Security Officer, Collections Information Analyst, Exhibition Supervisor, Resource Coordinator, Events Coordinator, Rights Officer, Sector Services Officer, Learning/Public Programmes Assistant, Tours Coordinator, Visitor Services Coordinator, Catering Floor Supervisor, Logistics Supervisor, Pastry Chef de Partie, Senior Chef de Partie/ Junior Sous Chef, Café/Bar Managers, Editorial Assistant, H&S and HR Administrator
N	\$50,800 - \$79,600	Lighting Technician, Facility Maintenance Technician (Plumber), Resources and Content Adviser  Knowledge and Information Analyst, Coordinator (Team specific), Imaging Technician, Functions Host Supervisor, Research/ Natural History Technician, Functions/Sales Coordinator, Project Editor, Sous Chef, Purchasing Officer, Restaurant Manager, Executive Assistant(s), Knowledge and Information Adviser, Financial Data Analyst, Capital & Asset Accountant, Financial Systems Analyst, IT Analyst, Technology Administrator, Digital Editor, Technical Operator, Functions and Events Technicians
O	\$58,000- \$90,400	Asset Manager, Collections Media Creator, Collection Data Manager, Data Analyst, Imaging Specialist, Media and Image Researcher, Events Manager, Experience Designer, Assistant Curator Natural History, Iwi Development Adviser, Te Awe Kōtuku Development Adviser, Liaison Librarians, Loans & Acquisition Advisor, Museum Development Adviser, Exhibition Preparator / Technicians, Object Support Preparator, Visitor Services Manager, Repatriation Coordinator, Writer, Graphic Designer, Head Chef, Venues Managers, Operations Manager

Salary Band	Salary Range (Minimum to Maximum)	Jobs
		<p>Parliament, Business Support Manager and Administration (PS), Senior Account Manager, Sales and Development Executive, Senior Project Editor, Store Manager, Food and Beverage Controller, Audience Insights Adviser</p> <p>Programming Advisor, Marketing Advisor, Executive Assistant to CE, Senior Payroll Officer, Manager Financial Processing, Intermediate Support Analyst, Senior Digital Channels Editor</p>
P	\$66,700 - \$102,100	<p>Manager Minor Works, Manager Security Services, Archivist, Kaitiaki Taonga Collections Manager, Conservator, Liaison Librarian (Online), Senior Imaging Technician, Digital Asset System Manager</p> <p>Learning Specialist / Learning Specialist Kaupapa Māori, Public Programme Specialist / Public Programme Specialist Kaupapa Māori, Media Creator, Research &amp; Technical Officer (SPF)</p> <p>Te Reo Writer, Repatriation Researcher, Strategic Advisor Iwi Relationships, Treaty Settlements Advisor, Curator (1), Spatial/3D Designer, Digital Channels Outreach Manager, Licensing Manager, Product Development Manager (Retail), Staffing Manager, GM Catering Venues, Partnerships Manager, Advisors (Corporate), Marketing Manager, Kaiako, Touring Exhibition Manager, Project Manager, Financial Accountant, Product Owner/Manager, Back-End / Front-End Developer, Full Stack Developer, Business Analyst, Site Reliability Engineer</p> <p>Technology Solutions Systems Engineer, Digital Producer, Collection Information Management System Manager</p>
Q	\$80,700 - \$123,700	<p>Venues Sales Manager, Facilities Managers, Manager Exhibition Services, Public Programming Manager, Manager Collection Imaging, Rights Manager, Exhibition Experience Developer, Curator (2), Post-Doctoral Researcher (SPF)</p> <p>Lead Curator, Researcher, Manager Iwi Development, Manager Museum Development, Public Programming Manager, Manager Collection Imaging, Rights Manager, Senior Advisor Loans and Acquisitions, Senior Writer/Editor, Exhibition Experience Developer, Design Team Leader, Executive Chef Venues, Promotions Manager, Commercial Business Managers, Senior Advisors (Corporate), Senior Touring Manager, Project Manager Facilities, Foundation Managers, Procurement Specialist, Manager Financial Systems, Senior Accountant, Senior Systems Engineer, Senior Project Managers</p>

<b>Salary Band</b>	<b>Salary Range (Minimum to Maximum)</b>	<b>Jobs</b>
R	\$93,800 - \$143,900	Manager Collection Care Practice, Principal Advisors, Senior Curator, Programme Managers, Manager Knowledge and Information, Manager Health and Safety, Corporate Social Responsibility Officer, Head of Functions (Team Specific)
S	\$110,400 - \$159,200	Head of Functions (Team Specific), Manager IT Functions
T	\$128,800 - \$197,100	Head of Functions (Specific Corporate, Collections, Exhibitions and Curatorial Disciplines)
U	\$173,500 - \$238,500	
V	\$195,500 - \$268,900	Directors