



15 March 2023

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Ref: OIA-2022/23-0643

Dear [Redacted]

**Official Information Act request for a list of DPMC job titles**

Thank you for your Official Information Act 1982 (OIA) request of 7 March 2023.

You have requested:

*“Please provide me with a list of all Job Titles of people employed by DPMC.”*

I am providing you with the requested information in Appendix One of this response.

You have the right to ask the Office of the Ombudsman to investigate and review my decision under section 28(3) of the OIA.

This response may be published on the Department of the Prime Minister and Cabinet's website during our regular publication cycle. Typically, information is released monthly, or as otherwise determined. Your personal information including name and contact details will be removed for publication.

Yours sincerely

[Redacted Signature]

Clare Ward  
**Executive Director**  
**Strategy, Governance and Engagement**

## APPENDIX ONE

| Position Titles                              |   |   |   |
|--|---|---|---|
| Administration Support                       | Director, Strategy Unit   | Principal Advisor, Emergency Management System Resilience | Senior Advisor, Recovery  |
| Advisor                                      | Editor  | Principal Advisor, Engagement                             | Senior Advisor, Response Readiness                                      |
| Advisor (PAG)                                | Event Coordinator   | Principal Advisor, Hazard Risk Management                 | Senior Advisor, Risk, Health, Safety, and Facilities                    |
| Advisor, Communications                      | Events Advisor  | Principal Advisor, Health and Safety                      | Senior Advisor, Social and Community Resilience                         |
| Advisor, Business Enablement                 | Events Organiser  | Principal Advisor, Iwi/Maori Engagement                   | Senior Advisor, Social and Community Resilience - Pasifica              |
| Advisor, Capability Development              | Executive Assistant   | Principal Advisor, Kapuia                                 | Senior Advisor, Strategic Communications                                |
| Advisor, Communications – Digital            | Executive Assistant (Team Leader)                                     | Principal Advisor, Organisational Development             | Senior Advisor, Strategic Enablement                                    |
| Advisor, Deployable capabilities             | Executive Assistant / Team Coordinator                                | Principal Advisor, Planning                               | Senior Advisor, Workforce Development                                   |
| Advisor, Financial Assurance                 | Executive Assistant to DCE NEMA                                       | Principal Advisor, Recovery                               | Senior Advisor, Workforce Technology & Learning Management System (LMS) |
| Advisor, Hazard Risk Management and Analysis | Executive Assistant to Executive Director, Cyclone Recovery Taskforce | Principal Advisor, Regional Emergency Management          | Senior Analyst  |
| Advisor, Implementation Unit                 | Executive Assistant to the CE, NEMA                                   | Principal Advisor/Private Secretary                       | Senior Business Advisor   |
| Advisor, Infrastructure Resilience           | Executive Assistant to the Chief Executive                            | Principal Analyst   | Senior Capability Development Advisor                                   |
| Advisor, Ministerial Services                | Executive Assistant to the Deputy Secretaries                         | Principal Analyst, Maori                                  | Senior Communications Advisor   |
| Advisor, Operational Readiness and Response  | Executive Director Implementation Unit and DCE Covid-19 Group         | Principal Communications Advisor                          | Senior Emergency Management Advisor, Pacific DRM                        |
| Advisor, Recovery                            | Executive Director, Cyclone Recovery Taskforce                        | Principal Policy Advisor                                  | Senior Geospatial Analyst   |
| Advisor, Secretariat                         | Executive Director, SGE   | Principal Policy Advisor, Modelling                       | Senior Geospatial Analyst/ Developer                                    |
| Advisor, Strategic Enablement                | Foreign Policy Analyst  | Private Secretary   | Senior Graphics Analyst   |
| Advisor, Strategy Unit                       | Front of House - Senior   | Procurement and Contract Specialist                       | Senior Hazard Risk Management Advisor                                   |
| Advisor, Visual Designer                     | Graduate Advisor  | Product Owner, CabNet                                     | Senior Household Attendant  |
| Advisor, Workforce Development               | Graduate Advisor, Kapuia Secretariat                                  | Programme Advisor   | Senior Information Advisor  |
| Advisor, Workforce Support                   | Graduate Advisor, International Engagement                            | Programme Coordinator, Trifecta                           | Senior Policy Advisor   |

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| Advisor, Workforce Technology & Learning Management System (LMS) | Graduate Analyst                              | Programme Director   | Senior Project Advisor, Covid-19 Response recognition |
| Analyst  | Graduate Data Analyst, Continuous Improvement | Programme Director - Policy Project                            | Senior Regional Emergency Management Advisor          |
| Analyst/Advisor  | Graduate Policy Advisor                       | Programme Manager, National Security                           | Senior Solicitor                                      |
| Assessments Manager  | Head Chef                                     | Programme Manager, Preventing and Countering Violent Extremism | Senior Support Coordinator                            |
| Business Manager   | Head of Operations and Risk                   | Programme Manager, Trifecta                                    | Senior Technical Writer                               |
| Business Process Analyst   | Head of Secretariat                           | Project Administrator  | Senior Test Analyst                                   |
| Business Support Administrator                                   | Head of Strategy and Policy                   | Project Coordinator  | Sous Chef   |
| Business Support Assistant                                       | Household Attendant                           | Project Manager  | Special Advisor                                       |
| Business Support Assistant - Registry                            | Housekeeping Supervisor                       | Project Manager, COVID-19 Response recognition                 | Special Advisor, Strategy and Culture                 |
| Business Support Coordinator                                     | Information Advisor                           | Project Manager, Duty Operations                               | Stakeholder and Iwi/Maori Engagement Manager          |
| Business Support Lead  | Information Manager                           | Project Manager/Lead   | Strategic Coordinator                                 |
| Business Support Manager   | Information Officer                           | Records Administrator  | Strategic Coordinator, Counter Terrorism              |
| Change Project Manager   | Lead Adviser, Ministerial Services            | Records Manager  | Strategic Programme Advisor                           |
| Chauffeur  | Legislation Co-Ordinator                      | Regional Emergency Management Advisor                          | Strategic Programme Director                          |
| Chief Advisor  | LTIB MFAT Lead                                | Relationship Manager (RCOI)                                    | Team Administrator                                    |
| Chief Advisor Governance   | Maintenance and Contract Administrator        | Secretary of Cabinet/Clerk of the Exec. Council                | Team Administrator and Programme Support              |
| Chief Advisor Maori  | Maintenance Co-ordinator and Project Planner  | Senior Advisor   | Team Administrator/Executive Assistant                |
| Chief Advisor to the CE  | Manager, Business and Performance             | Senior Advisor - Honours                                       | Team Coordinator, Kapuia Secretariat                  |
| Chief Advisor to the DCE   | Manager, Insights and Reporting               | Senior Advisor - Legal/Constitutional                          | Team Leader, Capability Development                   |
| Chief Advisor, Implementation Unit                               | Manager Ministerial Services                  | Senior Advisor - Security and Risk                             | Team Leader, Cyber Policy                             |
| Chief Assessments Officer  | Manager Policy                                | Senior Advisor Recruitment                                     | Team Leader, Deployable Capabilities                  |
| Chief Legal Adviser - Corporate                                  | Manager Talent and Organisational Development | Senior Advisor, Application Management                         | Team Leader, EM Policy                                |
| Chief of Staff   | Manager, Continuous Improvement               | Senior Advisor, Capability Development                         | Team Leader, Engagement & Communications              |
| Chief Policy Advisor   | Manager, Engagement & Events                  | Senior Advisor, Communications                                 | Team Leader, Exercises, Evaluation and Lessons Mgmt   |
| Chief Policy Officer   | Manager, National Cyber Policy                | Senior Advisor, Continuous Improvement                         | Team Leader, Facilities Management                    |

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| Chief Science Advisor  | Manager, National Operations                         | Senior Advisor, Deployable Capabilities                       | Team Leader, Food and Beverage                     |
| Communications Advisor   | Manager, Planning and Sector Partnerships            | Senior Advisor, Digital Content                               | Team Leader, Government House, Ak                  |
| Communications and Engagement Advisor  | Manager, Regional Partnerships                       | Senior Advisor, Disinformation                                | Team Leader, Infrastructure Resilience             |
| Communications Manager   | Manager, Regional Partnerships                       | Senior Advisor, Duty Operations                               | Team Leader, International Engagement              |
| Cyber Coordinator and Prime Minister's Special Representative on Cyber and Digital | Manager, Risk and Recovery                           | Senior Advisor, Exercises                                     | Team Leader, MAR                                   |
| Deputy Chief Executive   | Manager, Security and Intelligence                   | Senior Advisor, Financial Assurance: Essential Infrastructure | Team Leader, Operational Readiness and Response    |
| Deputy Chief Executive Emergency Management  | Manager, Services                                    | Senior Advisor, Geospatial Developer                          | Team Leader, Operational Systems                   |
| Deputy Chief Executive, Policy   | Manager, System Capability                           | Senior Advisor, Infrastructure Resilience                     | Team Leader, Planning                              |
| Deputy Chief Executive, Strategic Enablement                                       | Ministerial Coordinator                              | Senior Advisor, Legal/Constitutional                          | Team Leader, Public Education and Digital Channels |
| Deputy Secretary of the Cabinet  | Official Secretary                                   | Senior Advisor, Maori   | Team Leader, Recovery                              |
| Diary and Invitations Coordinator  | Organisational Development and Change Advisor        | Senior Advisor, Maori Policy Practice Lead                    | Team Leader, Regional Engagement                   |
| Director, Child Wellbeing and Poverty Reduction                                    | Pacific Coordinator National Security & Intelligence | Senior Advisor, Ministerial Services                          | Team Leader, Security and Intelligence Policy      |
| Director, National Assessment Bureau   | Performance Reporting Analyst                        | Senior Advisor, National Security Systems                     | Team Leader, Social and Community Resilience       |
| Director, National Intelligence & Risk Coordination                                | Policy Advisor                                       | Senior Advisor, Operational Readiness and Response            | Team Leader, Workforce Development                 |
| Director, National Security Policy   | Policy Manager                                       | Senior Advisor, Organisational Development                    | Technical Writer                                   |
| Director, National Security System   | Portfolio Director                                   | Senior Advisor, Pacific DRM                                   | Visitor Centre Co-Ordinator                        |
| Director, National Security Workforce  | Principal Advisor                                    | Senior Advisor, Planning                                      | Visitor Centre Educator                            |
| Director Organisation Direction and Development                                    | Principal Advisor, Contracts and Services            | Senior Advisor, Policy  | Watch Leader                                       |
| Director Strategic Comms & Engagement  | Principal Advisor, Emergency Management              | Senior Advisor, Procurement                                   | Watch Officer                                      |