

29 June 2018

Reporter,  
Manukau Courier  
PO Box 76-400  
Manukau

E-mail:

Dear ,

### Official Information Act (1982) Request

I write in response to your Official Information Act request dated 05 June 2018. You requested the following information:

- Information about the number of job vacancies at Counties Manukau DHB as of June 5 2018, including job titles, expected salaries and a breakdown of the numbers in each department.
- The number of applications that have been received for each vacancy.

For context, regarding our response, we wish to clarify several points to aid interpretation.

CM Health is a large employer, with in excess of 7,000 employees working in South Auckland. Our Annual Reports provide details of total establishment numbers and average pay for the professional groups. The details of our 2016/17 establishment in the 2016/17 Annual Report, are provided here for context.

### What our workforce looked like by employee group

The table below breaks down the Counties Manukau District Health Board workforce profile (head count) into selected groups.

Employee Group	Females		Males	
	Number	Average salary	Number	Average salary
<i>Administration &amp; Management</i>				
Individual Employee Agreements	260	108,083.58	94	119,392.62
Clerical	736	52,641.32	44	56,936.34
<i>Allied Health &amp; Technical</i>				
Allied Health	746	65,751.04	130	65,258.97
Laboratory	167	58,815.24	36	64,773.08
Radiology	197	65,375.21	81	65,504.28
<i>Medical</i>				
Specialist Medical Officer	225	223,034.92	321	246,706.18
Resident Medical Officer	267	106,691.00	262	108,136.84

Employee Group	Females		Males	
	Number	Average salary	Number	Average salary
<i>Non-Clinical Support</i>				
Cleaners & Orderlies	311	37,646.26	165	37,336.16
Security & Trades	6	58,213.33	68	62,202.55
Interpreters	97	48,071.73	28	46,869.54
Other Support Staff	29	48,671.79	18	48,847.17
<i>Nursing/Midwifery/Health CareAssistant</i>				
Healthcare Assistants	304	42,994.14	92	44,862.49
Midwifery	172	64,451.59		
Nursing	2,712	66,772.25	321	65,746.57

The 2017/18 Report will be finalised at the end of the financial year on 30 June for approval by the DHB Board and Ministry of Health. When that process is complete, the report will be publically available on our website and include similar data.

Our current vacancies listing is publically available at our CM Health website, this provides full details of the role, scope, and department or service of vacancies.

- <https://adhbrac.taleo.net/careersection/cmdhblist/jobsearch.ftl?lang=en&radiusType=K&searchExpanded=false&organization=176160140168&radius=1>

On 05 June 2018, the roles listed were in the Recruitment Service database (Taleo) (**table 1**). We have provided you with the information on all roles that were being recruited to. Please note, this reflects the entire recruitment process from approval to recruit until the contract is signed.

Role description	Sum of FTE vacancy	Sum of # Applications
Admin Clerk Clinical Team	13.6	206
Admin Clerk Non Clinical Team	1.0	22
Admin Officer - Feedback Central	1.0	27
Allied Health teams	0.4	31
Analyst - Pacific Health	1.0	6
Associate Clinical Charge Nurse	2.7	11
Audiologist	0.5	2
Case Coordinator	1.0	0
Charge Nurse Manager	1.0	8
Cleaner	6.7	17
Clinical Charge Nurse	2.0	6
Clinical Leader - mental health	2.0	6
Clinical Nurse Specialist	3.0	13
Clinical Transcriptionist	2.0	19
Community Support Worker	3.0	9
Coordinator - Training and Admin	0.9	14
CSSD Technician	2.0	37
Duty Nurse Manager	2.4	18

Role description	Sum of FTE vacancy	Sum of # Applications
Engineer	2.0	7
Enrolled Nurse	2.0	11
Executive Director - Ko Awatea	0.5	11
Executive Assistant	1.0	9
<i>Medical Fellow</i>	<b>13.0</b>	<b>32</b>
Head of Department - MHSOP	1.0	2
Health Care Assistant	19.4	317
Health Promotion Officer	2.0	22
Managers	6.0	36
Medical Laboratory Assistant	2.7	44
Medical Laboratory Scientist	1.0	12
NASC	1.0	1
Nurse Educator RN	0.5	8
Occupational Therapist	12.5	42
Personal Assistant	4.0	59
Pharmacist	8.5	45
Pharmacist - Intern	1.0	1
Pharmacy Assistant	0.4	0
Pharmacy Team Leader	1.5	5
Phlebotomist	0.6	1
Physiologist	1.0	11
Physiotherapist	6.6	18
Programme Manager	3.0	24
Project Coordinator	1.9	8
Psychologist	5.4	18
Quality Advisor	2.0	10
Quality Coordinator	1.0	0
Quality Manager	1.0	12
Registered Midwife	4.7	4
Registered Nurse	114.9	751
Registrar	1.0	2
Research Assistant	0.5	14
Research Officer	1.0	5
Security Coordinator	1.0	6
SMO	35.9	63
Smoke Free coordinator	1.0	2
Social Worker	6.4	29
Sonographer	2.0	34
Speciality Nurse	1.3	2
Speech-Language Therapist	2.5	4
Support Worker	0.9	8
Team Leader SN	2.0	12

Role description	Sum of FTE vacancy	Sum of # Applications
Team Manager (Mental Health)	2.0	8
Technician	14.3	57
Transcriptionist	1.0	30
Unit Manager Clinical (Women's Health)	1.0	10
Vision Hearing Technician	2.0	27
Workforce Development Consultant	1.0	0

Some of these job vacancies from early June will have now been appointed to, some are also for newly created roles, and we have also excluded casual (no fixed hours) roles, and those for Parental Leave cover, as these situations are not technically a vacant role. In many cases, there will be an incumbent or cover for the vacancy over the recruitment period. We have removed roles with zero residual FTE for recruitment, as while there may still be recruitment activity being completed on the position, there is no longer a vacancy.

We manage our initial applicant process via the TALEO portal, and we have also provided a count of the number of 'completed' application for each of the role descriptions. Inevitably, for some roles we will receive submissions from people that do not progress to active recruitment (screening, interviews, etc.). We actively review and match suitable applicants to all roles advertised.

Of note, the number of Registered Nurse roles sought is in the context of a budgeted establishment of 1,720 FTE across CM Health. We operate an internal nursing bureau, and use this resource when appropriate for nursing vacancies. This resource also assists the DHB deploy resources across the services to manage fluctuating demand. Some of the vacancies will be used for new graduates nursing currently being recruited, who will commence as a cohort in September 2018.

The Medical Fellows are staff on a fixed-term contract, in the final year of their training, while they complete specialist training. This is a standard process, and the roles are not as such vacant.

Regarding the Departments with these vacancy, for many of the roles this is evident by job titles, for example, Pharmacists work in the Pharmacy department. The Nursing vacancies were spread across all Divisions at CM Health; in October the proportions by Clinical Divisions were as follows (**table 2**)

Division	Sum of FTE Remaining
ARHOP	10%
Director of Nursing	1%
Ko Awatea	1%
Medical & Clinical Support	18%
Mental Health	29%
Middlemore Central	6%
Pacific Managed	1%
Surgical & Ambulatory	30%
Women & Child Health	4%
<b>Grand Total</b>	<b>100%</b>

Regarding your request for detail of the expected salaries for these vacancies, we note that Multi-Employer Collective Agreements (MECAs) govern most employee groups, with the exception of the Individual Employee Agreements. This means that pay scale and grading steps are nationally consistent, and are based on the competency, skill, and service of the employee.

Attached is the list the relevant Multi Employer Collective Agreements (MECA) upon which salaries for the healthcare employee roles are based. This information is publically available, and can be viewed online.

- <https://tas.health.nz/strategic-workforce-services/employment-relations/employment-agreements/>

Some roles are salaried, with an Individual Employer Agreement (IEA), with specific terms and conditions, which are negotiated with the employee at the commencement of employment.

I trust this information satisfactorily answers your query. If you are not satisfied with this response you are entitled to seek a review of the response by the Ombudsman under section 28(3) of the Official Information Act.

Please note that this response or an edited version of this may be published on the Counties Manukau DHB website.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'G. Johnson', with a long, sweeping horizontal flourish extending to the right.

Gloria Johnson  
**Chief Executive (Acting)**

## **Current Employment Agreements – some of which are currently under negotiation**

### **List of Agreements**

- APEX Clinical Physiology MECA (effective 19 December 2016 until 18 December 2019)
- APEX Medical Radiation Technologists APEX Medical Radiation Technologists MECA (effective 8 February 2016 to 3 February 2019)
- APEX Psychologists APEX Psychologists MECA (effective 1 June 2016 to 28 February 2019)
- APEX Sonographers APEX Sonographers MECA (effective 1 August 2016 to 31 July 2019)
- ASMS Senior Medical and Dental Officers MECA (effective 1 July 2017 to 31 March 2020)
- AWUNZ Sterile Supplies Technicians Collective Employment Agreement (effective 1 May 2016 to 1 November 2017)
- ETu / AWUNZ Maintenance Trades MUCA (effective 1 March 2015 to 31 March 2018)
- E Tu Service & Food Workers Union ETu (formerly known as The Service and Food Workers Union) MECA (effective 1 September 2015 to 14 June 2018)
- MERAS Midwifery Multi-Employer Collective Agreement (effective 1 March 2015 to 31 July 2017)
- NZMLW Laboratory Workers MECA (effective 7 September 2016 to 6 September 2019)
- NZNO Nursing and Midwifery MECA (effective 24 August 2016 to 31 July 2017)
- NZRDA RMO MECA (effective 13 February 2017-28 February 2018)
- PSA Allied, Public Health and Technical MECA (effective April 2016 to 6 October 2017)
- PSA Clerical and Administration staff MECA (effective 29 March to 28 October 2018)
- PSA Medical Radiation Technologists Collective Employment Agreement (effective 31 May 2016 to 31 May 2019)
- PSA Mental Health and Public Health Nursing MECA (1 July 2015 to 14 December 2017)
- Unite Non-Clinical Support Staff Collective Employment Agreement (effective 1 January 2015 to 14 June 2018)