



# Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

## Government Chief Privacy Officer

### Government Chief Privacy Office, Service and System Transformation

The purpose of the Government Chief Privacy Officer is to lead an all-of-government approach to privacy. The role will be responsible for leading an uplift in capability by:

- Providing leadership by setting the vision for privacy across government including the development and promulgation of all-of-government privacy standards and guidelines.
- Building capability by supporting agencies to meet their privacy responsibilities and adopting a risk-based approach to identify and address any capability concerns within individual agencies.
- Providing advice and assurance to Ministers and the Government Chief Digital Officer (GCDO) on public sector privacy performance.
- Engaging with the regulator and citizens by coordinating government's engagement with the Privacy Commissioner, facilitating system-wide rather than agency-by-agency engagement.

This position has been established under the GCDO's mandate to complement and enhance those responsibilities. A guiding principle of the role is to build and maintain trust and confidence in government's ability to maintain the privacy of information.

- **Reporting to:** Deputy Chief Executive
- **Location:** Wellington
- **Salary range:** Corporate L

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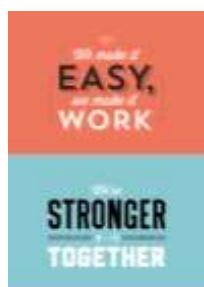
### What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

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### How we do things around here – our principles



#### We make it easy, we make it work

- Customer centred
- Make things even better

#### We're stronger together

- Work as a team
- Value each other



Te Tari Taiwhenua  
Internal Affairs

**We take pride in what we do**

- Make a positive difference
  - Strive for excellence
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**Working effectively with Māori**

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Provide strategic and professional privacy leadership across mandated agencies within the State Services, with the GCPO having accountability for overall system privacy maturity</li> <li>• Provide strategic advice on privacy matters for government to a wide range of stakeholders including Ministers, regulators, functional / system leads, heads of profession, agency leadership teams and governance committees</li> <li>• Lead alignment of effort to ensure functions are joined up, both internally and across the State services, to provide the greatest possible collective impact</li> <li>• Lead the development of a critical mass of expertise, skills and resources on privacy for government</li> <li>• Lead the development of a strategic vision for privacy practice in the State services and the development and promulgation of privacy standards and guidelines for agencies aligned to this vision</li> <li>• Lead and co-ordinate cross government initiatives to manage systemic privacy issues</li> <li>• Advise the GCDO and Ministers on all-of-government international and domestic privacy trends, citizen needs, standards and risk assurance</li> <li>• Fostering an appropriately privacy-aware culture across the State sector</li> <li>• Act as a bridge between Digital and Data functional leads, in particular supporting Digital and Data rights workstreams, Human Rights, Ethics and Social License practice</li> </ul>	<ul style="list-style-type: none"> <li>• Measured privacy practice maturity increasing across the State Services</li> <li>• High quality, well received strategic advice and practice guidance produced</li> <li>• Senior executives and other key stakeholders understand the value of privacy and good privacy practice, they support their agencies and the overall system to achieve improvements</li> <li>• Development and support of current privacy practitioners, and development of 'bench strength'</li> <li>• A clear strategic direction for privacy within the State Service</li> <li>• Improvement in State Sector practice that considers international practice, the New Zealand and international legislative landscape and citizen expectations, including digital and data rights</li> <li>• A collaborative approach that helps agencies to support each other to improve maturity</li> <li>• A work programme that supports the objectives of the GCDO and GCDS</li> <li>• Support for increased trust and confidence in Government Agencies and the system as a whole though measures such as the Kiwi Counts survey</li> <li>• International recognition of the role and its purpose, as a possible model for other jurisdictions</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Stakeholder engagement</b></p> <ul style="list-style-type: none"> <li>• Develop, implement and maintain a stakeholder engagement strategy that enables an effective, joined-up and co-ordinated approach to all-of-government engagement on privacy matters, that leverages existing engagement functions supporting the GCDO</li> <li>• Monitor the effectiveness of the stakeholder engagement strategy and proactively seek stakeholder feedback to ensure it remains fit for purpose and enables effective engagement between the GCPO and agencies and key stakeholders</li> <li>• Monitor and influence the external environment, to build upon the GCPO's existing good reputation and to reinforce the GCPO as the leader on privacy matters in the State Services.</li> <li>• Work collaboratively with policy and regulatory functions to ensure consistency and co-ordination on all-of-government privacy matters</li> <li>• Engage with the public on all-of-government privacy matters, as appropriate, and in consultation with the Privacy Commissioner</li> </ul>	<ul style="list-style-type: none"> <li>• Senior executives and other key stakeholders understand the value of privacy and good privacy practice, they support their agencies and the overall system to achieve improvements</li> <li>• Development and support of current privacy practitioners, and development of 'bench strength'</li> <li>• A strong, trusted relationship between the GCPO and key stakeholders, in particular the Privacy Commissioner, Ministry of Justice, and GCDS</li> <li>• A GCPO function that adapts its role, reflecting the changing needs of the system and key stakeholders that it serves</li> <li>• Fair, direct and appropriate feedback provided as required</li> <li>• A GCPO that is publicly accountable, transparent and responsive</li> </ul>
<p><b>AoG privacy capability development</b></p> <ul style="list-style-type: none"> <li>• Lead the consolidation of cross government initiatives to build privacy capability in agencies, the identification of gaps to be addressed and the implementation of measures designed to lift capability across the State sector</li> <li>• Identify and continually review the maturity of privacy practice and capabilities within agencies and across the system</li> <li>• Provide guidance and advice to assist agencies to meet their obligations under the legislation to drive consistency of approach across the State services</li> <li>• Support and work with agencies to develop operational strategies and programmes that meets their privacy responsibilities and citizen expectations</li> <li>• Foster professional development of agency Privacy Officers</li> </ul>	<ul style="list-style-type: none"> <li>• Joined-up initiatives and shared lessons from agency and system initiatives and programmes</li> <li>• Targeted support that reflects both the individual needs of agencies and the needs of the system as a whole, including citizen and regulator expectations</li> <li>• Improved connection between agencies, who can support each other more effectively</li> <li>• Improved confidence with internal capability, and better understanding of where, when and how third-parties should be engaged</li> </ul>

What you will do to contribute	As a result we will see
<p><b>AoG privacy assurance</b></p> <ul style="list-style-type: none"> <li>• Maintain oversight of privacy issues across the State sector</li> <li>• Maintain oversight of agency privacy systems and practices</li> <li>• Provide assurance to government on public sector privacy performance</li> <li>• Develop measures to ensure that there are appropriate levels of privacy assurance over agencies control and information environments</li> <li>• Develop and implement a monitoring mechanism</li> <li>• Provide advice to agencies and Ministers</li> <li>• Incident co-ordination across the State sector with existing privacy roles</li> <li>• Lead an overall maturity lift in the assurance capability across government</li> <li>• Lead an uplift in the maturity of state sector organisations’ understanding and execution of their assurance responsibilities, in accordance with the AoG assurance frameworks</li> <li>• Provide advice to agencies, Ministers and other stakeholders as applicable on the appropriate response to identified risks, including identifying areas where interventions may be needed</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting to Minister of State Services that provides insights and assurance on the ‘health’ of privacy practice maturity in the State Services</li> <li>• An up-to-date maturity assessment framework and practice expectations that considers international practice, the New Zealand and international legislative landscape and citizen expectations, including digital and data rights</li> <li>• Appropriate support, intervention and recognition for agencies in the system, raising overall practice maturity and privacy awareness at all levels</li> </ul>
<p><b>Business planning</b></p> <ul style="list-style-type: none"> <li>• Develop business planning for the unit so that goals for the GCPO are translated into deliverable business and work plans for the unit</li> <li>• Ensure that new initiatives meet project management requirements and are reflected in the wider planning and work allocation processes</li> <li>• Complete all reporting requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Business plans that support the GCPO, GCDO and GCDS’ strategic aims</li> <li>• High quality initiatives and activities that meet host agency and State Sector policies, standards and practices</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Business Unit Management</b></p> <ul style="list-style-type: none"> <li>Leading a high performing function through coaching and mentoring, building consistency for the achievement of strategic goals;</li> <li>Ensuring the function is structured appropriately, has in place the appropriate operating models and governance structures and the necessary financial, human, technical and services delivery capabilities to deliver its outcomes;</li> <li>Accountable for the financial performance of the function, managing budgets within defined parameters and ensuring efficient and effective use of financial resources;</li> <li>Modelling DIA and public service values, and desired workforce culture; and</li> <li>Fostering a spirit of service, and a culture of innovation, creativity and collaboration within the function.</li> </ul>	<ul style="list-style-type: none"> <li>A high-performing, supportive, highly engaged team that demonstrates and lives the 'Spirit of Service' ethos</li> <li>Relevant policies and standards are met</li> <li>A team recognised by others for their contribution, attitude, approach and value</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>Report all incidents and hazards promptly</li> <li>Know what to do in the event of an emergency</li> <li>Cooperate in implementing return to work plans</li> </ul> <p><b>Health and safety (for team)</b></p> <ul style="list-style-type: none"> <li>Inform, train and equip staff to carry out their work safely</li> <li>Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries</li> <li>Assess all hazards promptly and ensure they are managed</li> </ul>	<ul style="list-style-type: none"> <li>A safe and healthy workplace for all people using our sites as a place of work.</li> <li>All requirements of DIA's Health and Safety policy and procedures are met.</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	DCE SST and Senior Leadership team	✓	✓	✓	✓		✓
	Government Chief Information Officer	✓	✓	✓	✓		✓

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
	ELT members	✓		✓	✓		
	Privacy Officers	✓	✓	✓	✓		
	Other branches within DIA	✓	✓	✓	✓		
External	Ministers	✓		✓	✓		
	Ministry of Justice	✓	✓	✓	✓		
	Agencies leading privacy related initiatives across the State services	✓	✓	✓	✓		
	Public sector agencies	✓	✓	✓	✓		
	Privacy Commissioner	✓	✓	✓	✓		✓
	Communities of practice	✓	✓	✓	✓	✓	✓
	Privacy Officers	✓		✓	✓	✓	✓

Your delegations as a manager	
Human Resources and financial delegations	Level C
Direct reports	6

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is <a href="#">Senior Leader</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>Adaptive leadership</li> <li>Driving innovation and transformation</li> <li>Strategic agility</li> <li>Political savvy</li> <li>Empowering people for success</li> <li>Inspiring others through vision and purpose</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Extensive leadership experience, communications (including presentation and facilitation) and strong influencing skills</li> <li>Demonstrated success in building and maintaining relationships</li> <li>Sound experience in information management practices including from a privacy perspective</li> <li>Thorough knowledge of privacy legislation and policy processes</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Exceptional ability to influence, lead and facilitate others to achieve outcomes and deliver to or exceed expectations</li> <li>Critical interpersonal skills in negotiation,</li> </ul>

Your success profile for this role	What you will bring specifically
	<p>facilitation, and influencing others, which can be applied at the ministerial and All-of-Government level and with external stakeholders and the media</p> <ul style="list-style-type: none"><li>• Sound strategic analysis and management skills and experience in running a relationship management function</li><li>• An adept and experienced leader in the area of managing challenging and diverse client/stakeholder relationships and expectations</li><li>• Strong and persuasive written and oral communication skills</li><li>• Problem solving skills at a level to work through issues of considerable complexity, using high level conceptual thinking skills and sound judgement to inform decisions</li></ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"><li>• An excellent understanding of the machinery of government</li><li>• Understanding of the operating environment for government agencies</li><li>• Understanding of information security practices and technologies</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• Ability to trust and learn from others, and to continue to grow and develop continuously</li></ul>