



Job description

Haere mai

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

Senior Advisor, Privacy, Te Ara Manaaki

Te Ara Manaaki, Service Delivery and Operations

The senior advisor privacy will work as part of the Policy & Privacy team to foster positive privacy outcomes in Te Ara Manaaki, with a strong focus on embedding privacy by design. You will also help to redesign the authorising environment that underpins sharing of our identity and life event information with agencies and organisations for Kāwai ki te Iwi (Service Delivery and Operations Branch).

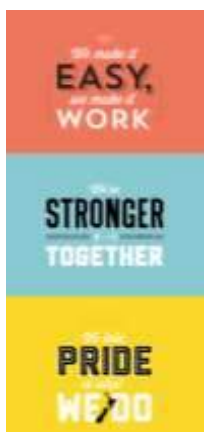
- **Reporting to:** Te Ara Manaaki Policy & Privacy Lead
- **Location:** Wellington
- **Salary range:** Delivery I

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.

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

We take pride in what we do

- Make a positive difference
- Strive for excellence

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.



Te Tari Taiwhenua
Internal Affairs

What you will do to contribute	As a result we will see
<p>Privacy by design leadership</p> <ul style="list-style-type: none"> • Ensure induction and training of programme personnel in privacy by design is appropriate and contributes to a culture of mature privacy outcomes across the programme. • Review and design privacy analysis and documentation processes in Te Ara Manaaki to ensure they are fit for purpose and achieve privacy by design outcomes. • Facilitate and contribute a privacy by design perspective to an integrated programme assurance model. • Proactively provide thought leadership around privacy by design across the Te Ara Manaaki programme. 	<ul style="list-style-type: none"> • A strong and participative privacy by design approach in place across Te Ara Manaaki. • Programme leaders, staff and key stakeholders having a clear understanding of the privacy advice that you provide and the rationale for that advice. • Privacy good practice being demonstrated in the Te Ara Manaaki programme. • A better understanding of privacy risks and privacy by design options for Te Ara Manaaki
<p>Expert advice</p> <ul style="list-style-type: none"> • Provide or facilitate a broad range of privacy advice to other members of the Te Ara Manaaki programme and to key stakeholders. • Provide expert review of and advice on technology proposals and solutions, operational processes and operational policies at relevant stages (e.g. design, procurement and delivery prior to go-live). • Provide constructive privacy advice to design and delivery teams and assist with solving challenges of embedding privacy by design. • Review and provide sound privacy advice on a range of documents and proposals with relevance to Te Ara Manaaki, including those generated by other agencies and vendors. • Clearly communicate objective advice around privacy risks and controls to key governance stakeholders to assist their decision-making. • Ensure your advice is well informed by trends in the broader privacy environment (e.g. privacy by design, technology developments, developments in legislation and case law). 	<ul style="list-style-type: none"> • You providing constructive input, advice, mentoring and support to others. • You using problem solving skills to come up with innovative solutions to problems. • High quality privacy advice and analysis in accordance with quality standards and within agreed timeframes. • Your advice is sought and valued by key decision makers and stakeholders within and beyond Te Ara Manaaki.

What you will do to contribute	As a result we will see
<p>Managing project and programme inputs</p> <ul style="list-style-type: none"> • Lead and oversee privacy threshold checks and impact assessments across Te Ara Manaaki, at whole of programme, workstream and solution level as required. • Lead review of key Te Ara Manaaki documentation at programme and project level (for example, Requests for Proposals and responses, workstream and project plans) to ensure privacy considerations are addressed. • Plan, scope and facilitate workshops and other processes to identify privacy risks and opportunities and appropriate responses. • Contribute constructively to collaborative programme processes and outputs that include a privacy perspective. • Draft or provide input to key documentation for the review of the authorising environment for information sharing including: <ul style="list-style-type: none"> ◦ Approved Information Sharing Agreements (AISAs) ◦ Privacy Impact Assessments for AISAs ◦ Updates to AISAs and other forms of agreements authorising information matching or sharing. • Lead or provide key input into privacy work planning for Te Ara Manaaki including: <ul style="list-style-type: none"> ◦ Developing timelines and key milestones ◦ Risk analysis ◦ Identifying resource requirements ◦ Managing stakeholder advice and review processes ◦ Providing accurate reporting on status of work • Review draft pieces of work and provide feedback to colleagues in a manner that builds positive working relationships. 	<ul style="list-style-type: none"> • Your ability to work flexibly, responsibly and collaboratively in a rapidly evolving and complex environment • You working independently, leading significant or complex privacy issues. • Your understanding of and contribution to good practice privacy by design in a programme management environment

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<p>Relationship management</p> <ul style="list-style-type: none"> Communicate clearly with others about specific privacy issues and risks and their consequences for the wider Te Ara Manaaki programme. Consult, engage, and negotiate about proposed privacy options as appropriate. This will include working positively with: <ul style="list-style-type: none"> staff, managers and key advisors across Te Ara Manaaki and the Service Delivery and Operations branch key areas of DIA including Information Security and the Principal Advisor, Privacy other government agencies such as the Office of the Privacy Commissioner and the Government Chief Privacy Officer. Participate in analysis, design and negotiations with other agencies to contribute to the redesign of the authorising environment for information sharing. Provide flexible, outcome-focussed input to collaborative processes and negotiations to ensure discussions are productive and deliver the best available outcome. Develop and maintain positive working relationships to foster positive privacy outcomes. 	<ul style="list-style-type: none"> Clear understanding of privacy risks and issues within Te Ara Manaaki. Key stakeholders within and beyond Te Ara Manaaki feel appropriately consulted and understand key communications. Excellent working relationships and negotiated outcomes leading to successful delivery of a refreshed authorising environment for information sharing. Your expertise and communications are sought and respected by colleagues and stakeholders.
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	All managers and staff of Te Ara Manaaki	✓	✓	✓	✓		✓
	SDO staff in relation to identify and life event functions	✓	✓		✓		
	Other members of the Policy and Privacy team	✓	✓	✓	✓		
	General Managers/Managers in the Service Delivery & Operations branch	✓		✓	✓		✓
	Members of other teams in the Department e.g. Information Security, Legal, Policy, Service Innovation.	✓	✓	✓	✓		

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
	Principal Advisor, Privacy, DIA	✓	✓	✓	✓		
	Government Chief Privacy Office and staff	✓	✓	✓	✓	✓	
External	Office of the Privacy Commissioner	✓		✓	✓		✓
	Representatives of agencies, and organisations involved in or interested in authorised information sharing arrangements with DIA	✓	✓	✓	✓		
	Privacy professionals within and beyond government		✓		✓		
	Agencies of other jurisdictions with parallel functions or issues				✓		

Your delegations	
Human Resources and financial delegations	Nil
Direct reports	Nil

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 Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience</p> <ul style="list-style-type: none"> • Experience in privacy policy and solution development in a large organisation • Experience in conducting privacy threshold and impact analysis and documenting relevant findings • Experience in reviewing technology, process design and operational policy solutions to identify privacy risks, issues and opportunities • Experience of providing privacy analysis and advice to senior stakeholders • Experience in interpreting legislation and delegated legislation • Experience in working in a project or programme environment, ideally with experience in Agile project environments • Experience in drafting and peer reviewing reports and other documentation. • Experience in applying project management disciplines and leading policy projects <p>Knowledge</p> <ul style="list-style-type: none"> • Thorough understanding of the New Zealand Privacy Act 1993 and best practices • Awareness of New Zealand and

Your success profile for this role	What you will bring specifically
	<p>international developments around privacy protection and privacy by design</p> <ul style="list-style-type: none">• Knowledge of major technology trends and their common impacts on privacy protection.• Knowledge of GDPR would be an advantage
	<p>Skills</p> <ul style="list-style-type: none">• Excellent analytical and communication skills, both verbal and written• Strong collaboration and negotiation skills• Ability to work quickly and flexibly in a rapidly changing environment• Ability to work with complex and sometimes conflicting requirements to identify best options• Able to influence and maintain positive working relationships with stakeholders• Technology savvy
	<p>Other requirements</p> <ul style="list-style-type: none">• New Zealand citizenship