



# 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

### Information and Safety Group, Organisational Capability and Services

The purpose of the Senior Advisor Privacy role is to promote privacy and embed a privacy-aware culture within the Department so that staff, members of the public and the government retain the highest level of confidence in the Department's ability to safeguard the personal information it holds. In this role the Senior Advisor Privacy will work with the Principal Advisor Privacy and the Department's Chief Privacy Officer to meet the obligations set out under the Privacy Act 2020.

- **Reporting to:** Manager Information and Data
- **Location:** Wellington
- **Salary range:** Corporate 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. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.



**Te Tari Taiwhenua**  
**Internal Affairs**

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

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## Spirit of service

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.

What you will do to contribute	As a result we will see
<p><b>Privacy maturity and capability uplift</b></p> <ul style="list-style-type: none"> <li>• Work closely with the Principal Advisor Privacy to develop and implement the Department’s privacy strategy, framework and policy.</li> <li>• Develop an understanding of what a privacy-aware culture looks like, and how it can be embodied in practice.</li> <li>• Build and maintain an understanding of the Department’s strategies and goals, to understand how privacy aligns with them.</li> <li>• Develop resources, training and guidance material that support the development of a privacy-aware culture and lift the Department’s privacy maturity.</li> <li>• Facilitate sessions to uplift capability and deliver privacy training.</li> <li>• Support the delivery of the privacy communications plan by developing content and identifying opportunities to promote privacy.</li> <li>• Research and analyse current and emerging trends that will have an impact on the Department.</li> <li>• Develop networks with other privacy specialists across government, to learn from their experiences and identify opportunities for the Department.</li> </ul>	<ul style="list-style-type: none"> <li>• Privacy strategy is developed and implemented.</li> <li>• Robust policies, frameworks and resources are in place and working, supported by appropriate practices and processes.</li> <li>• High visibility and understanding of privacy as a key component of the Department’s information culture.</li> <li>• Staff learn how to work appropriately with personal information.</li> </ul>
<p><b>Advisory service</b></p> <ul style="list-style-type: none"> <li>• Develop strategic partnerships with branches.</li> <li>• Ensure branches have an up-to-date understanding of their obligations for managing privacy.</li> <li>• Provide expert advice on the management of privacy breaches.</li> <li>• Provide advice and support to branches in dealing with privacy requests, risks, near-misses and breaches.</li> <li>• Provide expert advice on the application of the Privacy Act 2020, Privacy By Design principles and best practice.</li> <li>• Provide advice on information sharing agreements, including development, reporting and assurance.</li> <li>• Provide strategic and operational privacy advice on departmental systems and processes.</li> <li>• Administer the privacy inbox.</li> </ul>	<ul style="list-style-type: none"> <li>• The Chief Privacy Officer and Executive Leadership Team are assured that the Department is appropriately responding to and managing privacy-related requests, risks and issues.</li> <li>• Advice on privacy issues is high quality and given in a timely manner.</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 and maintain a close working relationship with the Principal Advisor Privacy and Chief Privacy Officer.</li> <li>• Contribute to the development of a stakeholder engagement plan and support its ongoing delivery.</li> <li>• Develop an understanding of business requirements, priorities and programmes of work across the Department.</li> <li>• Build effective working relationships with other subject matter experts within the Department and across government.</li> <li>• Work closely with managers and staff to identify privacy gaps and risks in operational processes, policies and practices, and recommend solutions.</li> <li>• Liaise with the Office of the Privacy Commissioner and the Government Chief Privacy Officer.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong, collaborative and productive relationships developed across the Department and with external agencies and professional bodies that enhance culture and practice within the Department.</li> <li>• High visibility and understanding of privacy as a key component of the Department’s information culture.</li> </ul>
<p><b>Monitoring and assurance</b></p> <ul style="list-style-type: none"> <li>• Contribute to the Department’s annual Privacy Maturity Assessment Framework (PMAF) response.</li> <li>• Monitor how privacy requests, complaints and breach responses are managed and recommend changes to business processes and systems where improvements are identified.</li> <li>• Analyse privacy incident reporting to identify whether systems or processes require modification to prevent breaches, or whether additional training for staff is required.</li> <li>• Ensure that privacy by design principles are applied in service design so that privacy protection is at the forefront of systems and business processes.</li> <li>• Ensure business systems are tested and audited to actively identify risks to privacy and determine appropriate mitigations when risks are identified.</li> </ul>	<ul style="list-style-type: none"> <li>• The practice of managing privacy risk becomes part of the way we “do business round here”.</li> <li>• High visibility and understanding of privacy as a key component of the Department’s information culture.</li> <li>• Assurance activities are undertaken regularly in accordance with the framework.</li> <li>• The Department maintains and grows its maturity as assessed by the PMAF.</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>	<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>• Health and safety guidelines are followed</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	General Manager Information and Safety/DIA Chief Privacy Officer	✓	✓	✓	✓		✓
	Manager Information and Data	✓	✓	✓	✓		✓
	Principal Advisor Privacy	✓	✓	✓	✓		✓
	Human Resources team	✓	✓	✓	✓		✓
	Branch DCEs & Line Managers	✓		✓	✓		✓
	Principal Advisor Risk	✓	✓	✓	✓		
	Manager Assurance and Audit	✓	✓	✓	✓		
	Risk and Assurance Governance Committee	✓		✓	✓		✓
External	Government Chief Privacy Officer		✓		✓		
	Office of the Privacy Commissioner	✓	✓		✓		

Your delegations	
Human Resources and financial delegations	Z
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 <a href="#">Specialist</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Critical thinking</li> <li>• Interpersonal savvy</li> <li>• Navigating complexity</li> <li>• Communicating with influence</li> <li>• Technical and specialist learning</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Strong understanding of the Privacy Act, and experience providing privacy advice and support in a New Zealand government agency.</li> <li>• Designing and delivering services to clients.</li> <li>• Developing and managing relationships at all levels, including senior managers and key stakeholders.</li> <li>• Influencing decision-making.</li> <li>• Facilitation and training.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Thorough understanding of New Zealand privacy law and best practices.</li> <li>• Awareness of international trends and developments in privacy law.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to work collaboratively.</li> <li>• Strong time management and organisational skills.</li> <li>• Excellent verbal and written communication skills.</li> </ul>

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none"><li>• Attention to detail.</li><li>• Ability to interact professionally with all staff including senior managers, managers, staff and subject matter experts.</li><li>• Ability to think strategically.</li><li>• Ability to innovate and implement new ideas.</li><li>• Business process mapping and analysis.</li><li>• Technology savvy.</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• Relevant tertiary qualification.</li></ul>