



Job Description

Principal Advisor, Privacy

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| Business Group | Te Pou Rangatōpū Corporate |
| Location | Wellington |
| Delegations | None |
| Direct reports | None |
| Reports to | Maya Jones |
| Salary band | A9 |

What we do

He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga
We shape an education system that delivers excellent and equitable outcomes

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to learners and families.
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for learners and their families, from early learning through tertiary.

Te Pou Rangatōpū | Corporate

The Corporate Group is responsible for a range of support functions that enable other Ministry areas to focus on the delivery of excellent and equitable outcomes for users of the education system. The functions within the group are focused on providing responsive services and solutions that enhance Ministry staff experience and maintain and grow public trust and confidence in the Ministry to deliver.

Key support functions within this group include, but are not limited to:

- Financial management and strategy to ensure financial health, sustainability and allocation for optimal investment as well as financial policies, controls and transactions.
- Legal management and compliance including managing and mitigating risks to protect Ministry interests, ensuring compliance and with legal, regulatory and ethical standards and management of privacy requirements and requests.

- Human Resources management to attract and retain staff ensuring the Ministry has the right people, skills and culture to deliver its priorities.
- Strategy and performance setting and management, including business strategy and workplans, performance and outcome work to support achievement of outcomes that create tangible and evidenced value, and organisational health metrics and reporting.
- Procurement and supplier performance retaining the core procurement services with integrating property, travel and asset management services, leveraging expertise across all areas of the Ministry for consistency and efficiency.
- Communications and engagement function to deliver Ministry internal and external communications, support Government and Minister engagement and responses and set and manage the Ministry brand and identify.
- Property, fleet and sustainability management to ensure sustainable service delivery and support.

Role Purpose

The Principal Privacy Advisor provides strategic privacy leadership across the Ministry.

The role operates as a trusted advisor to senior leaders, supporting the Manager, Privacy to shape the Ministry's privacy direction, anticipate emerging risks, and lift organisational privacy maturity.

The Principal Advisor, Privacy, develops and implements strategies, priorities and work programmes to support privacy compliance across existing and emerging privacy risks.

Role Accountabilities

As a Specialist, you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As a Principal Advisor, Privacy, you will:

- Support the Manager Privacy in their leadership of the team by becoming a trusted source of advice and support for team members.
- Provide thought leadership on privacy, information governance, and emerging risk, influencing system-level decision making.

- Lead the development and implementation of privacy strategy, frameworks, standards, and operating models.
- Anticipate and respond to emerging legislative, regulatory, technological, and social privacy challenges.
- Provide coaching, mentoring and peer review for Senior and Privacy Advisors, supporting consistency and quality of advice.
- Set expectations for what “good” looks like in privacy advice, impact assessments and risk treatment.
- Represent the Ministry’s Privacy function in cross-Ministry forums, working groups and strategic initiatives.
- Lead the development of key guidance, Standard Operating Procedures, and tools used by the Privacy team and the wider Ministry.
- Build and maintain effective relationships with stakeholders, including senior managers and their leadership teams, other leaders across the Ministry, and key external stakeholders.
- Influence, educate and advise managers across the Ministry to strengthen their privacy management awareness and understanding through sound advice, guidance, workshop facilitation and bespoke training where necessary.
- Champion privacy management practice throughout the Ministry through leveraging off relationships, sharing good practice, and effective role modelling.
- Ensure communications are timely, easily understood and meet the needs of the audience.
- Help create a supportive and positive environment, helping others develop and achieve and acting in the interests of the team.

Knowledge, Skills and Professional Experience

- A relevant tertiary qualification
- Demonstrated experience operating as a senior thought leader in privacy, risk, legal or regulatory environments.
- Experience shaping strategy, frameworks and system-wide approaches, not just delivering advice.
- Sound knowledge of government and public sector processes.
- Significant experience liaising with, communicating to, consulting with, and influencing stakeholders.
- Excellent interpersonal and communication skills.

Equal Opportunity Statement

The Ministry of Education is an equal opportunity employer committed to fostering a diverse, inclusive, and respectful workplace. We believe that diversity of backgrounds, experiences, and perspectives strengthens our organization and drives innovation. All employment decisions are based on business needs, job requirements, and individual qualifications, and we strive to ensure a fair and equitable recruitment and employment process.

Working in the Public Service

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Te Tiriti o Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work. You can find out more about what this means; [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

Leadership Success Profile - Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about the Leadership Success Profile is available here: [Leadership Success Profile - Te Kawa Mataaho Public Service Commission](#).

In addition, the Ministry expects all leaders to role model behaviours in alignment with the Ministry of Education Leadership Expectations. These are:

- To be driven and accountable
- To be curious, connected and open to different perspectives
- To grow our talent and capability
- To improve transparency – including by listening to and acting on feedback

Approvals

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| Date Reviewed and Approved | 10 April 2026 |
| Approved By | HR Advisory |