

# Job Description



## Privacy Advisor | Te Pou Rangatōpū | Corporate

Business Group	Te Pou Rangatōpū   Corporate
Location	Wellington
Delegations	None
Direct reports	None
Reports to	Manager, Privacy
Salary band	A6

## 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 Privacy Advisor sits in the wider Legal and Privacy team. The Privacy team provides advice and support across the Ministry to help get privacy right, so people trust us with their data.

The Privacy Advisor contributes to consistent, high-quality privacy advice, supports the delivery of the Privacy team's work programme, and helps build privacy awareness and capability.

## 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 Privacy Advisor this role is accountable for:

- Providing clear, pragmatic advice to Ministry staff on the application of the Privacy Act 2020 and related legislation in day-to-day operations.
- Supporting the identification, assessment, and management of privacy risks across Ministry business activities.
- Supporting delivery of Privacy team initiatives and projects to lift privacy capability and compliance across the Ministry.
- Providing input into the development and implementation of privacy processes and guidance.
- Ensuring communications are timely, easily understood and meet the needs of the audience.
- Identifying and escalating high-risk or novel matters appropriately.
- Sharing knowledge, work collaboratively, and contributing to a positive team environment.
- Making decisions in accordance with the Ministry's policies and delegations framework.

### **Knowledge, Skills, and Professional Experience**

- Sound, applied knowledge of privacy and information management principles, including a good working knowledge of the Privacy Act 2020 and related legislation.
- An understanding of the public sector operating environment and how legal and policy requirements translate into operational practice.
- Strong analytical and critical thinking skills, including the ability to work through complex and sometimes ambiguous issues.
- Excellent interpersonal, written, and verbal communication skills.
- A relevant tertiary qualification is beneficial but not mandatory.

### **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

Date Reviewed and Approved	10 April 2026
Approved By	HR Advisory