



Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Senior Privacy Advisor

Business Group	Te Pou Rangatōpū   Corporate
Location	Flexible
Salary band	A8

### Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

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 Treaty of 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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | [You can find out more about what this means at Role and purpose - Te Kawa Mataaho Public Service Commission.](#)

### To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

***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 ākonga and whanau.
- Shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

### Tēnei Tūranga | About the role

The Senior Privacy Advisor is responsible for providing expert, high quality privacy guidance and advice to the Ministry, and for leading and contributing to the development, implementation and monitoring of new processes and tools to ensure the successful delivery of the Ministry's privacy programme.

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### Ngā Haepapa | Accountabilities

#### As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist knowledge and advice across the organisation, working with others to inform operational-level decision making.
- Contribute to an effective team with a positive approach 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 to meet current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability and understanding in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

#### As the Senior Privacy Advisor, you will:

- Support the development of the Ministry's privacy policies and practices by defining, reviewing and updating policies, guidelines and tools in line with best practice, recent decisions and legislative changes.
- Work collaboratively with other staff and teams to increase awareness and understanding of the Privacy Act 2020 and good privacy practice.
- Lead and/or contribute to projects and initiatives to improve and lift privacy capability and practices across the Ministry.
- Manage privacy risks in line with the Ministry's risk management framework.
- Collaborate with staff across the Ministry to provide support in identifying, assessing and monitoring privacy risks at the regional and enterprise level, and to ensure effective controls are in place to minimise such risks.
- Provide expert advice and support to the Privacy Manager and kaimahi across the Ministry, including training, incident management, engagement and reporting at an operational level.
- Build and maintain effective relationships and partnerships with internal and external stakeholders to share best practice and continuously improve the Ministry's privacy culture.
- Maintain knowledge in emerging technologies and trends relating to privacy and information management.

You will make decisions in accordance with the Ministry's policies and delegations framework.

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### Wheako | Experience

To be successful in this role you will have the following experience:

- Demonstrated experience in leading, developing and implementing good practices to improve functional capability and performance.
- Experience in a complex organisation and a sound understanding of the machinery of government.
- Experience in building and maintaining relationships to achieve shared outcomes.
- Experience in risk management practices, and a proven ability to exercise sound judgement to identify, mitigate and escalate risk.
- Experience in writing clear, concise material at both a strategic and an operational level for various audiences.

### Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A track record of bringing people together and leading, coaching and mentoring others to achieve good outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, and to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- In depth knowledge and understanding of relevant legislation and standards pertaining to the responsible use of information, including (but not limited to) the Privacy Act 2020, the Data Protection and Use Policy (DPUP), the Public Records Act 2005 and the Official Information Act 1982.
- Ability to collaborate with a wide range of teams across the Ministry, both in National office and regional offices.
- Experience in rapid analysis, review and provision of constructive comment on privacy impact assessments and commentary in business cases.

### Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, consolidation, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono   Valuing Māori	Developing
Pou Mana   Knowledge of Māori content	Developing
Pou Kipa   Achieving equitable education outcomes for Māori	Developing
Pou Aroā   Critical consciousness of racial equity for Māori	Developing



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### Leadership Success Profile - Te Kawa Mataaho | 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 how the Leadership Success Profile applies to this role is available on the Public Service Commission’s website [here](#).

### Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	23 January 2023
Approved By	Bryony Aitken-Fincham, Principal HR Advisor