

Who We Are

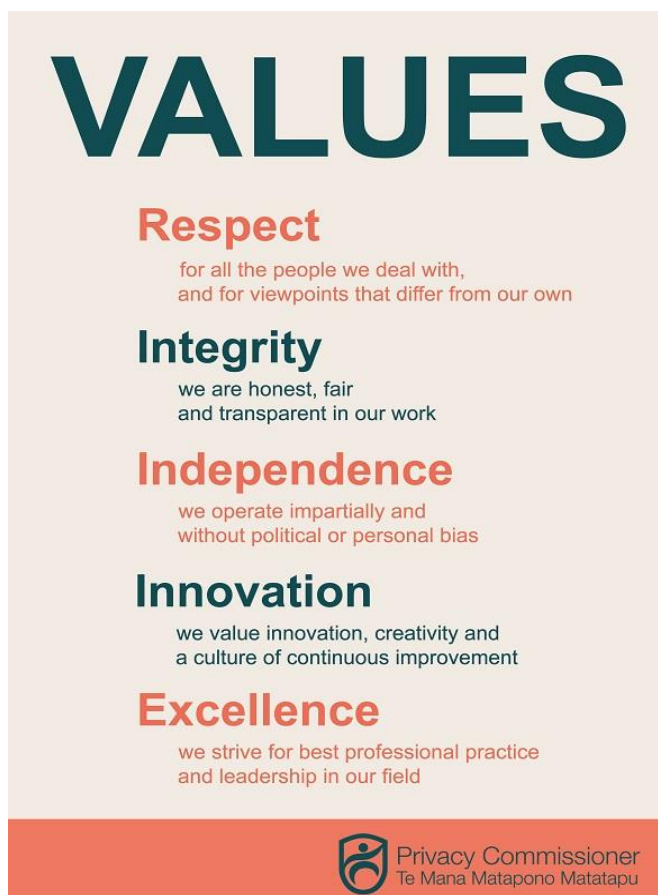
The Privacy Commissioner is an independent Crown entity established under the Privacy Act 2020 as New Zealand's privacy regulator.

The main purpose of the Act is to promote and protect individual privacy. The Privacy Commissioner advocates and advises on matters relating to privacy; promotes understanding of the privacy principles; examines new legislation for impacts on privacy; undertakes independent inquiries into privacy issues; investigates and conciliates complaints about alleged breaches of privacy; develops privacy codes of practice; assesses and monitors data matching and information sharing programmes; and has a compliance and enforcement function.

The Commissioner has due regard for the protection of important human rights and social interests that compete with privacy, and of international obligations accepted by New Zealand.

The Privacy Commissioner's office has as its mission:

"To be an effective and modern privacy regulator in promoting and protecting individual privacy in New Zealand."

A graphic titled 'VALUES' in large, bold, dark teal letters. Below the title, five values are listed in bold, dark teal letters, each followed by a description in smaller, red, lowercase letters. The values are: Respect (for all the people we deal with, and for viewpoints that differ from our own), Integrity (we are honest, fair and transparent in our work), Independence (we operate impartially and without political or personal bias), Innovation (we value innovation, creativity and a culture of continuous improvement), and Excellence (we strive for best professional practice and leadership in our field). The graphic has a light orange background and a dark orange footer containing the Privacy Commissioner logo and name.

VALUES


Respect
for all the people we deal with,
and for viewpoints that differ from our own

Integrity
we are honest, fair
and transparent in our work

Independence
we operate impartially and
without political or personal bias

Innovation
we value innovation, creativity and
a culture of continuous improvement

Excellence
we strive for best professional practice
and leadership in our field

 Privacy Commissioner
Te Mana Matapono Matatapu

The Role

Position Title:	Senior Operational Policy Adviser (12 months Fixed Term)
Reports to:	Manager, Policy
Location:	Wellington
Date Issued/Reviewed:	October 2022

Role Purpose

The Senior Operational Policy Adviser (SPA) will provide high quality operational policy advice about the privacy implications of proposed or existing legislation, government or non-government operational initiatives that may have an impact on privacy, and the development of regulatory guidance on key privacy issues. The role will work across all public agencies, both at an individual and cross-agency level, and across the private and not-for-profit sectors. It supports agencies in growing their privacy capabilities. The SPA's advice helps inform the Commissioner's positions, including on significant issues of public concern that may arise from time to time, and on new and emerging privacy risks and threats.

The reason for the fixed term nature of the role is to provide support to the Policy team as they transition to a new way of working. The SPA will play a pivotal role in maintaining the team's current operational programme of work by taking over the capability building and 1:1 advisory support to agencies as the team shifts to focusing on policy projects.

Principal Accountabilities

Key Function	Accountabilities
Policy Advice and Analysis	<ul style="list-style-type: none">• To undertake rigorous, evidence-based analysis and provide high quality advice about the privacy implications of proposals and initiatives of public agencies, businesses, and non-government organisations which might have an impact on the privacy of the individual.• To provide privacy advice to key public agencies in the areas of law enforcement, social care and digital services.• To advise health agencies on how to build a protective healthcare system.• To advise in the development, implementation and use of privacy tools and resources such as privacy impact assessments from agencies and privacy by design.• To advise agencies on privacy issues relating to the use of modern technologies such as biometrics/facial recognition technology.• To advise about proposed information matching/sharing programmes under the Privacy Act, and support the process for developing these agreements.• To contribute to high level inquiries initiated by the Commissioner into any matter, including any enactment or law, or any practice, or procedure, whether government or non-government, or any technical development, if it appears to the Commissioner that the privacy of the individual is being, or may be, infringed.

Key Function	Accountabilities
Outreach and Communications	<ul style="list-style-type: none"> • To help promote understanding and awareness of privacy issues that should be taken into account when formulating policy, implementing new initiatives or developing new products, services or applications. • To help promote co-operation with others concerned with the privacy of the individual by, for example: <ul style="list-style-type: none"> – advising on the use of privacy impact assessments; – reviewing privacy impact reports submitted to the office; and – assisting with identifying privacy issues and advising on how to address them. • To help deliver, as required, privacy education seminars, workshops and presentations. • To assist with the handling of public and media enquiries, as required, and the development of outreach and public information material such as (blog) articles for the Commissioner's website.
Other responsibilities	<ul style="list-style-type: none"> • To assist the Manager, Policy with the implementation of the team's work programme, systems, processes and procedures, as required. • To assist, as required, with the issue, amendment or revocation of Codes of Practice. • To undertake work, as required, related to the Commissioner's functions in areas such as public registers and law enforcement information. • To lead or assist with ad hoc or one-off special projects undertaken by the Commissioner, typically on a cross-functional basis, into any privacy related issue or to improve any aspect of the Commissioner's operations.
General	<ul style="list-style-type: none"> • To help develop and maintain relationships with key external stakeholder agencies and groups to further the interests of the Commissioner's office. • To undertake or assist with such other functions of the Commissioner as may be requested by the Manager, Policy or Commissioner from time to time. • To create and maintain accurate records of work to meet the Commissioner's business and statutory requirements. • To alert the Manager, Policy in a timely manner to any issue that might significantly impact the progress of any work or may be of wider significance or concern to the Commissioner's office. • To seek the prior approval of the Manager, Policy, before applying any new interpretation of the law or departing from approved policy or practice. • To develop a working knowledge of the Privacy Act 2020 and such other legislation as may impact on the functions or work of the Commissioner.

Working Relationships

Internal	<ul style="list-style-type: none">• Manager, Policy• Other members of the Policy team and Operations group• Deputy Privacy Commissioner• Privacy Commissioner• Members of the senior leadership team and other staff, as required
External	<ul style="list-style-type: none">• Wide range of privacy stakeholders across public sector agencies and private sector organisations• Privacy networks and related interest groups, in NZ and overseas

Delegations

Human Resources	Nil
Financial	Nil
Limits on Authority	<ul style="list-style-type: none">• No statement is to be issued to the news media or any information released to the general public without the prior approval of the Privacy Commissioner.• There is no authority to enter into any ongoing contract that may in any way be binding on the Privacy Commissioner, without the prior approval of the Commissioner or the General Manager.

Experience, Skills and Competencies

Qualifications and Experience

- relevant qualifications and policy experience;
- an existing understanding of the Privacy Act 2020 would be beneficial;
- excellent analytical skills;
- excellent written and oral communication skills;
- an inquiring mind;
- a keen interest in the interactions between privacy, law and policy;
- common sense and sound judgement;
- the ability to build and maintain co-operative and collegial working relationships;
- the ability to work independently and also be a team player;
- the ability to lead and manage projects;
- the ability to work effectively under pressure.

Competencies

The general competencies required for the role are listed below, mapped against the five core values of the Commissioner's office (respect, integrity, independence, innovation and excellence).

Competency	OPC Values	Description
Analysis	Innovation Excellence	<ul style="list-style-type: none"> • Applies intellectual rigour to researching and analysing complex issues systematically and comprehensively; • Provides robust, well thought out conclusions supported by relevant data; • Identifies emerging issues early and proactively addresses them; • Thinks laterally about issues and is innovative in problem-solving.
Professionalism	Respect Integrity Independence	<ul style="list-style-type: none"> • Displays highest standards of personal integrity, honesty and conduct; • Exercises discretion at all times, particularly in dealing with sensitive or confidential material; • Uses language and has a demeanour and personal presentation that reflects a professional outlook.
Communication	Respect Integrity Excellence	<ul style="list-style-type: none"> • Communicates clearly, concisely and in plain English, both orally and in writing, and is an active listener; • Delivers presentations effectively and can use a range of presentation methods and media; • Negotiates effectively and can achieve co-operation and agreement where there are conflicting objectives.
Technology	Innovation Excellence	<ul style="list-style-type: none"> • Competently uses equipment and software to produce own work, and is proficient with the Microsoft Office suite of applications and such other software or information technology tools as are required for the role; • Adopts and adapts to new technologies readily.
Self-management	Innovation Excellence	<ul style="list-style-type: none"> • Works independently and is largely self-managing, yet is also a strong team player; • Self-motivated and self-driven, understands and accepts responsibility for own performance requirements; • Plans, organises and prioritises work effectively, is motivated to find solutions to problems, and is results-driven; • Maintains and enhances knowledge by actively keeping up-to-date with developments; • Participates actively in training and development opportunities; • Completes work in a timely manner and follows through with commitments; • Sets and maintains high standards of performance; • Complies with any code of conduct, policy, practice or procedure as may be adopted by the Commissioner's office.

Competency	OPC Values	Description
Relationship management	Respect Innovation Excellence	<ul style="list-style-type: none"> • Works co-operatively and collaboratively and demonstrates collegiality through knowledge sharing and excellent work relationships; • Relates to a wide variety of people, both within the office and externally, in a positive and helpful manner; • Supports collective decisions and puts collective goals ahead of own goals.
Innovation and Adaptability	Innovation Excellence	<ul style="list-style-type: none"> • Actively contributes to the wider strategic objectives of the Commissioner's office; • Displays a positive attitude to change, adapts readily, and initiates changes as required; • Effectively manages competing priorities; • Generates ideas for improvement, takes constructive advantage of opportunities and suggests innovations.