Privacy Commissioner
Te Mana Mātāpono Matatapu

Who We Are - Ko wai mātou

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

Our purpose is to ensure privacy is a core focus for agencies in order to protect the privacy of individuals, enable agencies to achieve their own objectives, and safeguard a free and democratic society.

We advocate and advise on matters relating to privacy, examine new legislation and initiatives for impacts on privacy, undertake independent inquiries into privacy issues, investigate and conciliate complaints about alleged breaches of privacy, and have a compliance and enforcement function. The Commissioner also 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.

Our values

He māia | Courageous



- We focus on doing the right thing/what's right and acting with integrity
- We speak up and take action to protect New Zealanders' privacy rights
- We are prepared to take informed risks in pursuit of strategic opportunities

He whakaaweawe | Impactful



- We look to work which will have the highest impact in line with our strategy
- We are results orientated
- We set ourselves ambitious goals

He māhirahira | Curious



- We are forward looking
- We relentlessly seek out better ways to achieve our purpose
- We welcome different perspectives and stay open to new ways of thinking

He kakama | Nimble



- We are savvy, agile and adaptable
- We are responsive, able to pivot quickly when needed to meet demands
- We are confident navigating complexity and ambiguity

He ngaio | Professional



- We take pride in our role as New Zealand's independent privacy regulator
- We go about our work in a collaborative and transparent manner
- We are committed to taking actions which are fair, ethical and impartial

Position Title:	Executive Assistant/ Business Support (Wellington) - fixed term
Reports to:	Deputy Privacy Commissioner
Location:	Wellington
Date Issued/Reviewed:	October 2026

Role Purpose - Ko te aronga o te tūranga

The purpose of the position is to provide business and administrative support to the Privacy Commissioner's office, at an executive and business team level.

The EA/Business Support Assistant provides executive support to the Deputy Privacy Commissioner (DPC). The position also provides business and administrative support to the functional business managers and teams reporting to the DPC, working closely with other business support staff.

The office works cross-functionally across all its business functions, including in the provision of executive support and administrative services. The EA/Business Support Assistant therefore also provides wider administrative and back up business support for the Privacy Commissioner's office as required, or as directed by the DPC.

Principal Accountabilities - Takohanga matua

Key Function	Accountabilities
Executive support to DPC	• To provide high level executive support to the DPC including with scheduling and managing appointments, organising meeting papers, taking minutes of meetings; drafting routine correspondence; assisting with email management; arranging travel and accommodation, and undertaking specific enquiries or research on behalf of the DPC. • To act as a point of contact for staff and external contacts including with government Ministries and departments and other high level external stakeholders. • To help ensure that the DPC's records are accurately captured and maintained within the OPC's information systems, in accordance with its information keeping requirements.

Business and administrative support for DPC's functional business managers and teams	• To provide business and administrative support to the DPC's functional business managers and teams as required e.g. with appointments, meetings, and travel and accommodation. • To produce or assist in compiling timely, accurate and high-quality documents, reports and other published work, including in proof reading, editing and formatting work to a high standard. • To draft correspondence for business managers and teams as required. • To help co-ordinate, monitor and track work on behalf of business managers, both for business as usual and project-specific work, as required. • To assist with the induction of new team members. • To work closely with other business support staff to ensure the overall needs of the functional business managers and teams are met efficiently and effectively.
General administrative services	• To help provide general administrative support for the Privacy Commissioner's office as required (e.g. assisting with general calls; processing incoming or outcoming mail; general photocopying; arranging courier deliveries. • To help organise wider office forums, seminars, workshops and other functions or meetings, internal and external, including identifying suitable venues and related facilities; clarifying costs; organising catering; as required. • To maintain effective working relationships with support staff in Wellington and Auckland and work co-operatively and collaboratively to provide back up for one another as required, or as directed by the Executive Assistant to the Privacy Commissioner, to ensure the overall support needs of the Privacy Commissioner's office are met.
Other Responsibilities	• To undertake or assist with such other functions of the Commissioner as may be requested by the DPC or the Executive Assistant to the Privacy Commissioner from time to time. • To undertake the accountabilities of the position to the standards of quality and timeliness as prescribed by the DPC or Executive Assistant to the Privacy Commissioner. • To comply with any code of conduct, policy, practice or procedure as may be adopted by the Commissioner's office. • To create and maintain accurate and up-to-date records of all work. • To develop a working knowledge of the Privacy Act 2020 and other acts, regulations, codes, policies and procedures affecting the functions and work of the Commissioner. • To manage relationships with external stakeholders in a manner that reflects a responsive, timely and professional service by the Commissioner's office. • To maintain productive working relationships with all the Commissioner's staff and contribute as a team member to the wider objectives of the Commissioner's office.

Working Relationships

Internal	• DPC • functional business managers and teams • Executive Assistant to the Privacy Commissioner • Other business support staff • Senior leadership team • Other managers and staff
External	• Wide range of contacts on behalf of the DPC, and their business managers and teams, including high level or key privacy stakeholders from both the public and private sector, in New Zealand and overseas • Callers and visitors from a wide range of public and private sector organisations

Experience, Skills and Competencies - Wheako, Pūkenga me ngā Āheitanga

The position requires an EA/business support assistant with the range of skills, competencies and experience to provide executive support at a high level, and the flexibility and adaptability to also provide business and administrative support at a team level.

The competing demands of the position require the ability to multi-task, prioritise and work under pressure, exercise good judgement, and be self-managing yet be a very strong team player who can work harmoniously and co-operatively with other members of the Commissioner's staff.

The position requires excellent communication skills, both oral and written, and the maturity, confidence and sound relationship management and inter-personal skills to effectively manage stakeholder relationships on behalf of the DPC, both internal and external. External relationships can range from high level contacts such as Ministers' and chief executive offices, public and private, in New Zealand and overseas, through to the media and a wide cross-section of the general public.

The EA/Business Support Assistant must have a high level of competency with the Microsoft Office suite of applications (particularly Word, Excel, PowerPoint and Outlook) and be able to assist others in the use of these applications, and in providing the quality assurance required to ensure that all work is produced to a high standard.

The EA/Business Support Assistant must also have high standards of conduct, professionalism and personal presentation, and must exercise discretion and confidentiality at all times.

The Commissioner's office is an independent Crown entity and a knowledge or understanding of central government decision making processes would be an advantage.

Key Competencies

The position requires the following key competencies:

Competency	Description of skilled behaviours
Professionalism	• Displays highest standards of personal integrity, honesty and conduct; • Exercises discretion at all times, particularly in dealing with sensitive or confidential material; • Develops and maintains constructive working relationships with internal and external stakeholders; and • Uses language and has a demeanour and personal presentation that reflects a professional outlook.
Communication Skills	• Communicates clearly, concisely and in plain English, both orally and in writing, and is an active listener; and • Can achieve co-operation and agreement where there are conflicting objectives.
Technology Skills	• 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; and • Adopts and adapts to new technologies readily.
Self-management	• 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; and • Sets and maintains high standards of performance.
Teamwork	• Works as a team member 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; and • Supports group decisions and puts group goals ahead of own goals.
Innovation and Adaptability	• Displays a positive attitude to change, adapts readily, and initiates changes as required; • Effectively manages competing priorities; • Generates ideas for improvement, takes advantage of opportunities and suggests innovations; and • As with all other staff, undertakes such other duties and responsibilities as the Commissioner may reasonably request from time to time.