



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. 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 system outcomes

- Individuals are more confident that their privacy is protected.
- Agencies can better achieve their own objectives through respecting the privacy rights of New Zealanders.
- The right to privacy and the protection of personal information is valued in New Zealand.

Our values



Our objectives

- We work in partnership with Māori to take a te ao Māori perspective on privacy.
- We engage and empower people and communities who are more vulnerable to serious privacy harm.
- We set clear expectations to provide agencies with greater certainty about their responsibilities.
- We promptly use our full range of investigation and compliance powers to hold agencies accountable for serious privacy harm.

Position Title:	HR Adviser - Kairarataki Pūmanawa Tangata
Reports to:	HR Lead - Kaiwhakahaere Pūmanawa Tangata
Location:	Wellington
Date Reviewed:	August 2025

Role Purpose - Ko te tūranga

Working closely with the HR Lead, provide HR generalist support that actively contributes to the achievement of OPC's outcomes through its people and culture initiatives, and which meet the needs and requirements of internal and external stakeholders.

Principal Accountabilities - Takohanga tuhinga o mua

Key Function	Accountabilities
HR Advisory Services	<ul style="list-style-type: none"> Develop and maintain effective and influential relationships with people leaders and staff. Provide people leaders and staff with generalist HR advice and support which meets statutory obligations and in line with OPC's HR strategy, policies and practices. Respond to HR queries and assist people leaders to resolve straightforward employment matters that may arise. Manage end to end recruitment, induction, orientation and exits. Help ensure that health and safety requirements are understood and are well met across OPC. Identify and proactively manage risk regarding HR practices and decisions, escalating matters to the HR Lead without delay. Keep up to date with relevant HR good practice and legislation.
Organisational Development	<ul style="list-style-type: none"> Proactively contribute to or lead projects that support OPC people and culture outcomes. Support business outcomes in areas such as employee engagement, workforce planning, talent management and succession planning. Gather regular feedback from people leaders and staff to identify areas for improvement and to help keep a pulse on emerging issues, staff engagement, and wellbeing. Source, create and/or provide learning and development initiatives to grow the organisation's capability and ensure individual needs are met Help build organisational capability and experience in Te Ao Māori (e.g. in Te Reo and in the organisation's understanding of tikanga).
HR Systems and Administration	<ul style="list-style-type: none"> Support the continuous improvement of HR policies, systems, processes and procedures (e.g. for onboarding and offboarding, leave

Key Function	Accountabilities
	<p>management, performance processes, and learning and development).</p> <ul style="list-style-type: none"> • Ensure that relevant HR data is available and understood in decision making processes. • Create and maintain employment related documentation (e.g. position descriptions, employment documentation, accountability statements). • Assist with HR administration and ensure that employment-related records are correctly created and maintained. • Undertake regular HR reporting, including reporting on key HR metrics (e.g. turnover, internal and external pay relativities, and pay equity).
HR Strategy and Planning	<ul style="list-style-type: none"> • Assist the HR Lead with developing and implementing HR strategies, policies and projects that align with and support the organisation's strategic direction and goals. • Support continuous improvement and innovation of all HR advisory services and activities. • Help ensure the organisation is compliant with all relevant HR legislation and statutory requirements.
Wellbeing, Health and Safety	<ul style="list-style-type: none"> • Promote health, safety and wellbeing through active participation and promotion. • Comply with all reasonable instructions regarding wellbeing, health and safety policies and processes and the Health and Safety at Work Act 2015. • Take reasonable care to ensure that in the performance of employment they do not undermine their own wellbeing, health and safety or that of any other person. • Work in a safe and responsible manner, ensuring incidents, accidents, hazards or near misses are promptly reported. • Seek assistance in a timely manner from your manager, or EAP if wellbeing at work is compromised to a level of personal concern. • Demonstrate knowledge of, or a willingness to gain an understanding of Te Ao Māori, tikanga and Te Reo Māori.
General	<ul style="list-style-type: none"> • Assist with such other functions of the Commissioner as may be requested by the HR Lead, SLT, or Commissioner from time to time. • Comply with any code of conduct, policy, practice or procedure as may be adopted by the Commissioner's office. • Create and maintain accurate records of work to meet OPC's business and statutory requirements. • Maintain the secrecy requirements of all staff as set out in section 206 of the Privacy Act 2020. • Alert the HR Lead in a timely manner to any significant issue that might adversely impact the progress of any work or may be of wider significance or concern to the Commissioner's office. • Seek the prior approval of the HR Lead before departing from approved policy or practice.

Key Function	Accountabilities
	<ul style="list-style-type: none"> Maintain productive working relationships with all OPC staff and contribute positively as a team member to the wider objectives of the Office.

Working Relationships

Internal	<ul style="list-style-type: none"> General Manager Corporate Services Staff People Leaders Privacy Commissioner and other members of the Senior Leadership Team OPC staff
External	<ul style="list-style-type: none"> Vendors and suppliers of HR-related services HR communities of interest

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. The booking of venues, travel or accommodation must be in accordance with the policies, practices and procedures of the Commissioner's office.

Experience, Skills and Competencies - Tohu, Pūkenga me Ngā Wheako

- Relevant tertiary qualification and/or directly relevant HR experience
- 2+ years' experience in an HR advisory role
- Articulate and persuasive communication – verbal and written
- Comfort dealing with numerical and statistical data
- Ability to produce own work with Microsoft Office suite of applications and other work applications to a very high standard
- Highly organised and able to effectively prioritise and manage a varied workload
- Awareness and respect of Te Ao Maori and other cultural issues, and the ability to reflect these sensitively in HR solutions and approaches

Competency	OPC Values	Description of skilled behaviours
Analytical Skills	Innovation Excellence	<ul style="list-style-type: none"> Applies intellectual rigour to researching and analysing issues systematically and comprehensively; Provides robust, well thought out conclusions supported by relevant data; Identifies emerging issues early and proactively addresses them; and 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; 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	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; and Negotiates effectively and can achieve co-operation and agreement where there are conflicting objectives.
Technology Skills	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; and 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; and Sets and maintains high standards of performance.

Competency	OPC Values	Description of skilled behaviours
Teamwork	Respect Innovation Excellence	<ul style="list-style-type: none"> • 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	Innovation Excellence	<ul style="list-style-type: none"> • 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.