

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

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

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

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

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

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

Position Title:	Senior Adviser (CDR), Capability and Guidance Kaitohutohu Mātāmua - Aheitanga, Tohutohu
Reports to:	Manager, Capability and Guidance Kaiwhakahaere - Aheitanga, Tohutohu
Location:	Wellington
Date Issued/Reviewed:	May 2026

Role Purpose - Ko te aronga o te tūranga

As the privacy regulator a key part of our role is to provide greater certainty about our expectations and help agencies understand what good privacy practice looks like to support their compliance with the Privacy Act. Our strategic goal is to help agencies do privacy well, in a self-sustaining way, so that more New Zealanders can have confidence that their personal information is being carefully managed. This is referred to as a privacy risk management systems approach. This approach also places an emphasis on the development of systemic, one-to-many approaches like the provision of education and guidance to agencies.

The Customer and Product Data Act 2025 (CPDA) establishes a consumer data right framework for data portability which will allow customers to digitally share certain data with third parties. While MBIE is responsible for the administration of the Act, sections 51(3) and 52(1) of the CPDA sets out that contraventions of these sections are a privacy interference or a breach of the Privacy Act which the Privacy Commissioner has responsibility for. A memorandum of understanding has been developed between MBIE and the Privacy Commissioner on how the two will work together to meet the objectives of the Act in support of consistent regulatory practice across the CDR regime.

The Senior Adviser (Consumer Data Right), Capability and Guidance role is responsible for the development and provision of advice to agencies on their privacy obligations, how to meet them well, and build privacy capability specific to the CPDA. This includes supporting the Manager, Capability and Guidance in the development of internal operational policies and processes as they relate to CPDA relevant activities, working with other internal teams on issues or investigations arising from agency non-compliance with the privacy requirements required under the CPDA and contributing to the development of data collection, analysis, reporting and reviews.

The Senior Adviser (CDR) is the internal subject matter expert on privacy and the CPDA. While not expected to undertake or be responsible for hands-on case work in other teams, it will collaborate, providing practical advice and assistance to, in particular, the Compliance and Enforcement team and the Investigations and Dispute Resolution team when they are dealing with issues of direct relevance to the CDA privacy interference or beaches.

Principal Accountabilities - Takohanga matua

Key Function	Accountabilities
CPDA Capability work programme	<p>The provision of advice, feedback and support to agencies on operational privacy issues relevant to the CPDA, including:</p> <ul style="list-style-type: none"> • the development, implementation and use of privacy tools and resources such as privacy impact assessments and privacy by design; • issues relating to the use of modern technologies
CPDA Guidance work programme	<p>The development of CPDA guidance resources to provide greater certainty about our expectations and help agencies understand what good privacy practice looks like to support their compliance, including through:</p> <ul style="list-style-type: none"> • the design, development and delivery of an effective guidance programme specific to the CPDA; • creating guidance that includes clear standards against which agencies' privacy performance can be assessed, including researching guidance in comparable jurisdictions; • supporting the Manager, Capability and Guidance in ensuring the advice and guidance programme and products remain fit for purpose (including being accessible, inclusive, and cognisant of Te Ao Māori and other cultural perspectives).
CPDA specific - outreach and communications	<ul style="list-style-type: none"> • Contribute to the development of appropriate outreach and communications material for the public, and for private and public sector agencies e.g. frequently asked questions (including for the Commissioner's AskUs online knowledge base), fact sheets, guidance for individuals and agencies on how to achieve self-resolution, blog articles for the Commissioner's website, and general news items. • Contribute to the development and delivery of education seminars/workshops, as may be required from time to time. • Develop and maintain effective working relationships with key external stakeholder agencies and groups to help promote and facilitate the work of the Commissioner's office as it relates to CPDA good practice, to influence behavioural change, encourage best practice, and develop close co-operation and effective lines of communication.
CPDA Support – Compliance and Enforcement, Investigation and Dispute Resolution	<ul style="list-style-type: none"> • Work collaboratively and support the development of a practical framework for OPC's regulatory actions specific to breaches under the CPDA. • Lead or assist with CPDA-related projects undertaken by the Commissioner on a cross-functional basis with other teams (Legal, Compliance and Enforcement, Investigations and Dispute Resolution) • Provide advice, mentoring and support to OPC staff and teams on CPDA matters.
General	<ul style="list-style-type: none"> • To comply with any code of conduct, policy, practice or procedure as may be adopted by the Commissioner's office. • To undertake the accountabilities of the position to the standards of quality and timeliness as prescribed.

Key Function	Accountabilities
	<ul style="list-style-type: none"> • To alert the manager 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. • To seek the prior approval of the manager before departing from approved policy or practice. • To create and maintain accurate and up-to-date records of all work. • To develop a sound 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.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • 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 their 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 without delay from your manager, HR or EAP if wellbeing at work is compromised to a level of personal concern.

Working Relationships

Internal	<ul style="list-style-type: none"> • Deputy Commissioner • Privacy Commissioner • General Counsel and Legal team • Other members of the Compliance, Capability and Resolution group • General Manager, other OPC staff and teams
External	<ul style="list-style-type: none"> • MBIE staff • External stakeholders relevant to the Office's CPDR work programme • Privacy Officers in other agencies and organisations

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. • Any significant departure from approved or accepted work practice or procedure is first to be discussed and agreed with the General Manager or 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 - Wheako, Pūkenga me ngā Āheitanga

Qualifications and Preferred Experience

- Relevant tertiary qualifications or equivalent experience
- 3+ years' operational policy experience and demonstrated success in developing and providing advice and guidance to public and private sector agencies
- Experience leading, managing and completing projects
- Sound working knowledge of the Privacy Act and Privacy Codes along with practical experience in the interaction between the Privacy Act and other statutory frameworks that impact on individual privacy and agency compliance
- Ideally a working knowledge of the Customer and Product Data Act 2025, or experience with other complex pieces of legislation
- High level written, oral and presentation communication skills
- Confident in developing and maintaining professional relationships and networks inside and outside the organisation
- Can work under pressure, get to the heart of an issue quickly and provide pragmatic, credible advice
- Can think strategically and make sound judgements under uncertainty
- Has an understanding of Te Ao Māori perspectives on the use and protection of personal information

Key Competencies

Competency	Description of skilled behaviours
Professionalism	<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 • Has a demeanour and personal presentation that reflects a professional outlook

Competency	Description of skilled behaviours
	<ul style="list-style-type: none"> Complies with any code of conduct, policy, practice or procedure adopted by the Commissioner's office
Communication Skills	<ul style="list-style-type: none"> High level written, oral and presentation communication skills Communicates clearly, concisely and in plain language Is an active listener Influences effectively and can work constructively towards achieving co-operation and agreement where there are conflicting objectives
Technology	<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	<ul style="list-style-type: none"> Works independently but takes on feedback and knows when to seek advice and support 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 in the field 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
Teamwork	<ul style="list-style-type: none"> Is a collaborative and constructive team member Demonstrates above the line behaviour Demonstrates collegiality through knowledge sharing and maintaining positive and constructive work relationships Relates well to a wide variety of people, both within the Office and externally, with a positive and helpful manner Supports group decisions and puts group goals ahead of own goals
Innovation and Adaptability	<ul style="list-style-type: none"> Displays a positive attitude to change, adapts readily, and supports change initiatives Generates ideas for improvement, takes advantage of opportunities, speaks up and suggests ways to improve systems and processes