

## 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 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

- Courageous
- Impactful
- Nimble
- Professional
- Curious

### 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.

<b>Position</b>	Policy Adviser – Kaitohutohu Kaupapa-here Senior Policy Adviser - Kaitohutohu Tuakana Kaupapa-here
<b>Reports to:</b>	Manager, Policy - Kaiwhakahaere - Kaupapa-here
<b>Location:</b>	Wellington
<b>Date Issued:</b>	June 2026

## Role Purpose - Ko te aronga o te tūranga

Policy Advisers and Senior Policy Advisers provide high quality policy advice about the privacy implications of proposed or existing legislation, and government or non-government initiatives. The roles work across all public agencies, both at an individual and cross-agency level, and across the private and not-for-profit sectors. Their advice helps inform the Commissioner's policy positions, including on significant issues of public concern that may arise from time to time, and on new and emerging privacy risks and threats.

**Senior Policy Advisers (SPA):** The SPA supervises, coaches and mentors less experienced policy staff, and helps provide quality assurance across the policy team. The role leads or contributes to high level inquiries initiated by the Commissioner into any matter affecting the privacy of the individual, and whole-of-organisation, one-off special projects. The SPA also assists the Manager, Policy in designing and implementing business plans, systems and processes to ensure their alignment with the Commissioner's strategic goals, the effective and efficient use of resources, and the high quality and timely delivery of policy advice.

## Principal Accountabilities - Takohanga matua

Key Function	Accountabilities
<b>Policy Advice and Analysis</b>	<ul style="list-style-type: none"> <li>To undertake rigorous, evidence-based analysis and provide high quality advice about the privacy implications of draft or existing legislation, proposed or current government policy, non-government proposals, and business or other developments which might have an impact on the privacy of the individual.</li> <li>To identify effective and innovative policy solutions, taking into account their practical implications and impacts, benefits and risks, and ability to deliver the best privacy outcomes for the highest public benefit.</li> <li>To author high quality reports, papers and submissions, and add value to the written communications of other policy team members, as required.</li> </ul>

Key Function	Accountabilities
	<ul style="list-style-type: none"> <li>• To advise in the development, implementation and use of privacy tools and resources such as privacy impact assessments and privacy by design.</li> <li>• To advise about proposed information matching/sharing programmes.</li> <li>• To undertake research into or monitor privacy and related developments in New Zealand and overseas, to help identify key insights and trends, and help inform pro-active action by the Commissioner in managing emerging privacy risks and threats.</li> </ul>
<b>Outreach and Communications</b>	<ul style="list-style-type: none"> <li>• To help promote understanding and awareness of privacy issues that should be taken into account when drafting legislation, formulating policy, implementing new initiatives or developing new products, services or applications.</li> <li>• To help promote co-operation with others concerned with the privacy of the individual by, for example: <ul style="list-style-type: none"> <li>– advising on the use of privacy impact assessments;</li> <li>– reviewing privacy impact reports submitted to the office; and</li> <li>– assisting with identifying privacy issues and advising on how to address them.</li> </ul> </li> <li>• To help deliver, as required, privacy education seminars, workshops and presentations.</li> <li>• 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.</li> <li>• To develop and maintain effective stakeholder relationships to help promote and facilitate the work of the Commissioner’s office.</li> </ul>
<b>Other Responsibilities</b>	<ul style="list-style-type: none"> <li>• To assist, as required, with the issue, amendment or revocation of Codes of Practice.</li> <li>• 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.</li> </ul> <p><b>Senior Policy Adviser:</b></p> <ul style="list-style-type: none"> <li>• To supervise, coach and mentor less experienced policy staff, and assist with building on the policy expertise and capacity in the Commissioner’s office, as required</li> <li>• To assist the Manager, Policy with the development and implementation of the team’s work programme, systems, processes and procedures, as required.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To help develop and maintain relationships with key external stakeholder agencies and groups to further the strategic interests of the Commissioner’s office</li> <li>• To undertake or assist with such other functions of the Commissioner as may be requested by the Manager, Policy or Deputy Privacy Commissioner from time to time.</li> </ul>

<b>Key Function</b>	<b>Accountabilities</b>
	<ul style="list-style-type: none"> <li>• To undertake the accountabilities of the position to the standards of quality and timeliness as agreed with the Manager, Policy or Deputy Commissioner.</li> <li>• To alert the Manager, Policy or Deputy Commissioner 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.</li> <li>• To create and maintain accurate records of work to meet the Commissioner's business and statutory requirements.</li> <li>• To maintain a high level knowledge of the Privacy Act 2020 and such other acts, regulations or codes as might impact on the functions or work of the Commissioner's office.</li> </ul>

### Key Relationships

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

### Delegations

<b>Human Resources</b>	Nil
<b>Financial</b>	Nil
<b>Limits on Authority</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>

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

Policy Adviser:

- relevant qualifications and policy experience
- excellent analytical skills

- an inquiring mind
- a keen interest in the interactions between privacy, law and policy
- the ability to build and maintain co-operative and collegial working relationships
- the ability to work effectively under pressure

At the senior level also requires:

- the ability and experience to develop, lead and manage projects
- the ability to coach and mentor less experienced members of the team; and

## Key Competencies

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

<b>Competency</b>	<b>Description</b>
	<ul style="list-style-type: none"> <li>• Supports collective decisions and puts collective goals ahead of own goals.</li> </ul>
<b>Innovation and Adaptability</b>	<ul style="list-style-type: none"> <li>• Actively contributes to the wider strategic objectives of the Commissioner's office.</li> <li>• Displays a positive attitude to change, adapts readily, and initiates changes as required.</li> <li>• Effectively manages competing priorities.</li> <li>• Generates ideas for improvement, takes constructive advantage of opportunities and suggests innovations.</li> </ul>