



Position details	
Position Title	Senior Privacy Advisor
Manager's Title	Government Services Manager
Manager Once Removed	Director, Government Services
Unit/Group	Government Services/Policy and Visitors
Position Number and Location	800/1103 (Wellington)
Salary Band	F
Date	October 2018
Line/Service/Support	Support

Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa

I āianeī, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko I te Karauna I runga I āna hononga ki a ngāi Māori I raro I te Tiriti o Waitangi. Ka tautoko mātou I te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui I roto I ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Te Kaupapa a Te Papa Atawhai

At Te Papa Atawhai, we express our spirit of service and serve Aotearoa through our purpose, *Papatūānuku Thrives*. This organisational strategy, Te Kaupapa a Te Papa Atawhai, puts nature and people at the heart of everything we do. Te Kaupapa is anchored by te reo Māori and te ao Māori, recognising that Te Tiriti o Waitangi and our relationship with our whānau, hapū and iwi are central to all our work.

Role context

DOC's outcomes model is underpinned by the concept of a 'well-served Government and citizens'. Government Services is instrumental in DOC meeting this outcome, and performing as a trusted, respected, high integrity public service.

DOC is seeking to lift its performance as a public service department, and Government Services provides strategic system development, advice and guidance across DOC to facilitate this. In particular we advise on public service practice, ethics, standards and expectations; and OIA and Privacy policies, practice and leadership.

DOC operates a devolved model for our Government Services work. In Government Services we develop, analyse and own the systems, and provide metrics and insight. The business prepares the material for Ministers, Parliament, and Privacy and OIA requests, and leaders across the business are accountable for the quality and timeliness of these items.

In 2018 the Department identified areas for improvement in building and strengthening Privacy systems, guidance, tools and practice. This role will lead and drive these changes throughout DOC.

Role purpose

To lead the development of the privacy framework and programme across all business units, with a focus on high risk areas.

Key accountabilities and deliverables

Responsibilities of this position are expected to change over time as DOC responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves. This includes performing any other reasonable duties as required.

Accountability areas	Activities	Performance indicators
Privacy Leadership	<p>Lead the effective delivery of privacy programme and support across all business units, with a focus on high risk areas</p> <p>Develop and maintain standards, guidance and work closely with the Chief Privacy Officer (CPO) to develop and implement training modules and activities</p> <p>Ensure tools, systems and processes are effective to deliver timely, quality responses and advice</p> <p>Provide intellectual leadership, coaching and mentoring to Advisors, enabling them to develop independent analytical/investigative/writing skills by guiding, explaining and demonstrating</p>	<p>Your work leads to improvements in the quality and timeliness of responses</p> <p>Feedback from the business and stakeholders indicates an improvement in systems and processes</p>
Advisory	<p>Provide technical advice and support as required</p> <p>Work with the CPO to drive continuous improvement across all business units</p> <p>Undertake root cause analysis of breaches, problems and issues, to identify opportunities to improve privacy performance and ensure that any follow up actions are completed</p> <p>Investigate and manage complex and sensitive cases if required</p> <p>Work within the three lines of defence to provide assurance that risks are being managed effectively</p>	<p>Improvements in the quality of responses and the efficiency of the process</p> <p>Deliver high quality work under pressure, set priorities and manage tight deadlines</p> <p>Your advice is evidence based and trusted by the business</p>
Safety and Wellbeing	<p>Contribute to DOC's Health and Safety systems and practices, including Job Safety Analysis</p>	<p>You comply with the Department's Health and Safety policy and guidelines</p>



	<p>Contribute to a strong safety culture and achieving DOC's goal of developing an injury free workplace</p> <p>Take all practical steps to ensure your own safety and the safety of others in the workplace</p> <p>Take into account conditions that affect own and others' health and safety</p> <p>Take a proactive approach to managing your own and others' wellbeing</p>	
Engagement with whānau, hapū, iwi	Have effective relationships with and work collaboratively alongside whānau, hapū, iwi	You receive positive feedback from whānau, hapū, iwi
DOC and Team Contribution	<p>Display good team member behaviours</p> <p>Contribute to an inclusive, trusting and respectful team environment</p> <p>Work with your supervisor/manager to deliver against organisational priorities, and to further the objectives of the team/district</p> <p>Use team process effectively</p> <p>Behave in a way that aligns with DOC's values</p> <p>Abide by DOC's standard operating procedures</p> <p>Work collaboratively with other teams across DOC and contribute effectively to cross-functional teams</p>	<p>You behave in accordance with the Standards of Integrity and Conduct</p> <p>You can tell the 'Conservation Story' at your place i.e. how your work is contributing to the stretch goals</p> <p>You are seen as a team player</p> <p>You have effective relationships across DOC</p>
Work Management and Delivery	<p>Deliver on tasks as set out in work plans, annual expectations, task assignments and MORs</p> <p>Identify critical issues and risks and ensure they are effectively raised and addressed</p> <p>Manage knowledge and information to ensure it is secure, current and appropriate access protocols are applied</p>	<p>Work plans are delivered on time, to specifications and within budget</p> <p>Managers are aware of obstacles to achievement of performance goals</p> <p>You adhere to DOC's information management protocols</p>
Stakeholder/Customer Engagement	<p>Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Represent DOC and coordinate cross-agency initiatives within own area of responsibility</p>	<p>Your opinion is sought by others</p> <p>You receive positive feedback from customers and stakeholders</p>

Capabilities

Thinking strategically: sees the bigger picture; keeps abreast of trends; and aligns work with DOC's vision and strategy

Communication and influence: communicates in a clear and engaging manner and gets others on board

Enhancing organisational performance: identifies and suggests opportunities to do things differently

Building relationships: works cooperatively and collaboratively with others across DOC; builds relationships with external stakeholders and partners; and works effectively with local whānau, hapū and iwi

Political savvy: shows political awareness

Developing others: shares learnings and experiences with others

Managing work priorities: plans and organises work to deliver on objectives

Commitment to excellence: sets high personal and professional standards, and shows a high concern for accuracy

Demonstrating understanding of the Treaty of Waitangi: demonstrates an understanding of the implications of the Treaty on today's society and conservation

Demonstrating understanding of Māori Tikanga and protocols: demonstrates comfort engaging and working in partnership with iwi and tangata whenua

Situational awareness: displays knowledge and awareness of situations; identifies relevant context to develop robust recommendations and make sound decisions

Honesty: is honest

Courageousness: displays integrity and a willingness to speak up

Resilience: displays composure and a sense of perspective when the going gets tough

Curiosity: displays openness to different perspectives

Engaging others: connects with others, builds trust and listens

Achieving ambitious goals: is committed to delivering on objectives

Self-awareness and agility: understands self and adapts to change; is development focused

Specialist skills and experience

- Relevant tertiary qualifications and/or 3 years' experience in a similar role
- Demonstrated ability in the gathering, analysis and presentation of information
- Significant privacy knowledge and expertise, particularly of issues associated with the wider government environment
- Sound knowledge and understanding of the information legislative and regulatory environment governing activities in the Public Sector, with a focus on privacy
- Highly developed oral and written communication skills, including the ability to present complex issues clearly, tailoring communications to meet audience needs
- Excellent interpersonal, relationship building, influencing, networking and conflict resolution skills



- Ability to work under pressure and meet deadlines in a fast-paced changing environment
- Ability to influence without having direct authority

Relationships

External

- Office of the Privacy Commissioner
- Office of the Chief Government Privacy Officer
- Specialist roles in other agencies

Internal

- Peers and colleagues
- Manager
- Directors & their teams

Authorities

You are required to comply with the standard operating procedures of DOC. In addition you must comply with the financial, human resources, legal and other delegations set out in Standard Operating Procedures, policies and instructions (refer to the Intranet for further information).

APPROVED:

Name: Bruce Parkes, Deputy Director-General, Policy and Visitors

Date: 25 October 2018
