Job Title	Privacy Advisor
Function	Corporate Services
Reports to	Head of Safety and Compliance
Direct reports	Nil
Last review date	November 2026

Overview of the Corporate Services Function

The Corporate Services function creates the operating conditions for success, by providing services that enable our frontline kaimahi to make a difference to whānau every day. The Corporate Services Leadership team are accountable for the leadership of Plunket's support functions across three pillars – Value, Direction and Protection – delivered by teams in Finance and Commercial; Property; Fundraising; Strategy, Risk and Planning; and Safety and Compliance.

Purpose of the position

The Privacy Advisor is Plunket's in-house specialist on privacy practice. The role leads Privacy Impact Assessments (PIAs), provides day-to-day privacy advice, and manages privacy requests, breaches and complaints through to a documented decision.

The role lifts privacy capability across Plunket so kaimahi can make sound information decisions with confidence, and reduces reliance on external privacy advice, keeping specialist input for complex matters. Above all, it protects the trust whānau place in Plunket when they share information about themselves and their tamariki.

Working alongside the Privacy and Compliance Administrator, who triages incoming requests and incidents, this role provides the advice, decisions and quality assurance. Official Information Act requests are out of scope.

Key dimensions of the position

Functional relationships

Internal:

- Head of Safety and Compliance (Privacy Officer)
- GM Corporate Services (Chief Privacy Officer)
- Privacy and Compliance Administrator and Senior Health, Safety and Compliance Advisor
- Executive leaders, project sponsors and managers across all business units
- Technology, Data and Insights teams
- Clinical and service delivery teams, including PlunketLine
- Fundraising, Marketing and Communications teams
- People and Culture team

External:

- Office of the Privacy Commissioner
- External privacy specialist adviser
- Health New Zealand, Oranga Tamariki, NZ Police and other agencies
- Vendors and contracted service providers

Delegated authority

- No delegated financial authority.

Key accountabilities

Privacy Impact Assessments

- Support teams in their process for development of PIA's
- Screen new and changed systems, vendors, projects and processes for privacy risk using a threshold assessment.
- Lead full PIAs from scoping to sign-off, including information flow mapping, assessment against the information privacy principles and Health Information Privacy Code 2020 (HIPC) rules, risk rating and recommendations.
- Ensure required PIAs are signed off before go-live, track recommendations to closure and maintain the PIA register.

Privacy advice

- Provide timely, practical privacy advice to kaimahi, managers and project teams.
- Advise on collection notices and consent, including notification for indirect collection under IPP 3A and HIPC rule 3A.
- Advise on use and disclosure, guardianship and caregiver questions, and information sharing under the Oranga Tamariki Act 1989 and Family Violence Act 2018.
- Draft and review privacy wording in contracts, forms, communications and Plunket's public privacy statements.

Privacy requests

- Oversee access and correction requests from intake to response, within the statutory 20 working day timeframe or a valid extension.
- Make or recommend decisions on withholding and redaction, and record the reasons.
- Quality assure releases of child health records so that information is redacted, not removed, before release.

Privacy breaches and complaints

- Lead the response to privacy incidents: containment, serious harm assessment, notification decisions and records.
- Prepare notifications to the Office of the Privacy Commissioner and affected individuals as soon as practicable where a breach is notifiable.
- Investigate privacy complaints, draft responses and recommend remedies.
- Prepare responses to Office of the Privacy Commissioner investigations and enquiries.
- Identify root causes and drive corrective actions so the organisation learns from events.

Policy, guidance and capability

- Maintain the privacy policy, standards, staff guidance and templates, including the privacy pages on Kimi.

- Design and deliver privacy training and awareness for kaimahi and managers, including induction content.
- Build and maintain strong relationships with kaimahi, managers and external stakeholders, role modelling a positive privacy culture.

Assurance, risk and reporting

- Maintain the Privacy Decision Register and privacy entries in the risk register.
- Monitor compliance through spot checks and self-assessments, including privacy obligations in ComplyWith.
- Produce regular privacy reporting for the Head of Safety and Compliance, the Chief Privacy Officer and governance bodies.
- Monitor changes in privacy law and Office of the Privacy Commissioner guidance and assess their impact on Plunket.

Focus on equity

Work in partnership across Whānau Āwhina Plunket to embed Te Tiriti o Waitangi and pro-equity principles into day-to-day practice by:

- Demonstrating our organisational values Māia, Māhaki, Tūhono and Manaaki
- Participating fully in all Māori cultural training and development opportunities provided
- Role modelling culturally appropriate practices and language

Personal health and safety

- Manages own personal health and safety and observes health and safety practices in all workplace activities
- Understands the responsibility individuals and their manager play in health and safety
- Complies with relevant safety legislation, policies, procedures, safe systems of work and event reporting
- Identifies and reports all incidents, accidents and near misses in accordance with policy

Position description and scope of duties

The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description, and such other duties reasonably within their experience and capabilities as may be from time to time assigned following consultation.

Once appointed, a programme of work will be developed with the appointee that will set out the specific tasks and time frames to achieve the key deliverables for this position. Progress will be monitored through Whānau Āwhina Plunket's performance and development programmes.

Person specification

Qualifications and experience

Essential:

- A relevant tertiary qualification in law, information management, health, public policy or a related field, or equivalent experience.
- At least three years' experience in a privacy advisory role.
- Demonstrated experience leading PIAs from scoping to sign-off.

- Experience managing access requests, privacy breaches and complaints.
- Working knowledge of the Privacy Act 2020, including IPP 3A, and the Health Information Privacy Code 2020.

Preferred:

- Privacy certification, such as IAPP CIPP or CIPM.
- Experience in the health sector, NGO or not-for-profit environment.
- Knowledge of the Oranga Tamariki Act 1989, Care of Children Act 2004 and Health (Retention of Health Information) Regulations 1996.
- Understanding of Māori data sovereignty principles.

Key competencies

- **Judgement –** reaches sound, well-reasoned decisions in grey areas and records the basis for them.
- **Communication –** writes in plain language for kaimahi and whānau, and in a structured, cited way for specialists.
- **Influence –** raises privacy concerns with senior leaders constructively, as governance points rather than challenges.
- **Attention to detail –** accurate in redaction, release and record keeping.
- **Curiosity –** treats errors and workarounds as signals of system gaps before individual behaviour.
- **Cultural awareness –** understands tikanga Māori and is committed to equity, diversity and inclusion.