

Principal Advisor Information Governance

Mō Manatū Wāhine | About Manatū Wāhine

Manatū Wāhine Ministry for Women is the Government's principal advisor on improving the lives of wāhine women and kōtiro girls in Aotearoa New Zealand. We provide system leadership, working across government and with stakeholders to improve outcomes for wāhine women and kōtiro girls.

Our people are crucial to achieving the strategic outcomes we are seeking. We are looking for an experienced team professional with a proven track record of delivery to join our team and help us deliver for wāhine women.

Our Ko wai mātou reflect who we are and what's most important to us; they guide and influence how we work as individuals, as teams and as one Ministry to achieve the best outcomes for those we serve – wāhine women and kōtiro girls of Aotearoa New Zealand.

Our Ko wai mātou are:

- Kia Māia – we are brave and courageous in all that we do
- Tuia mai – we embrace and support wāhine from all communities
- Whakamanawa – we lead with heart to achieve the best outcomes for wāhine.

Mō tēnei tūranga mahi | About this role

This is an exciting opportunity to lead the development, implementation and continuous improvement of the Ministry for Women's information strategy, frameworks, and practices.

As Principal Advisor Information Governance you will ensure that the Ministry's information is governed and managed as a strategic asset, risks are managed and triaged, and business needs and legal obligations are met. Working closely with our project team, you will also provide high-level advice to leaders and work collaboratively across the Ministry to promote good information and privacy practices. You'll be our SharePoint admin person and understand good practice from an Information Management perspective ensuring the Ministry complies with the Public Records and Privacy act.

Ko koe tēnei | About you

Ideally, for this role you will have:

- Proven IM experience, including strengthening governance and assurance, lifting organisational practice, and delivering IM advice to staff and stakeholders.

- Technically savvy and up to date with latest technology trends in information systems, particularly SharePoint and Office 365 ecosystem.
- Knowledge of privacy legislation and experience managing privacy frameworks and incidents.
- A commitment to improving the lives of all wāhine women and kōtiro girls.
- A good understanding of the public sector environment.
- Excellent communication, influencing and relationship management skills.
- An understanding of information and records within the context of Te Ao Māori.
- An understanding of the principles of Te Tiriti o Waitangi, and their implications for public service operations.

Me pēhea te tuku tono | How to apply

This is a part time (0.5), 12-month fixed term opportunity and the salary range for this role is \$119,401 to \$140,000 pro rata. A copy of the full job description and application form can be found on the [Manatū Wāhine website](#).

To apply for this position, send your completed application form, a covering letter which outlines why you are interested in the role, and your CV which highlights your skills, knowledge and experience relevant to the role to Nadine Millen, Chief People Officer, via our email address recruitment@women.govt.nz. Applications close at **11:30pm Sunday 24th August 2025**.

We are committed to providing a working environment that values inclusion, diversity and accessibility. We embrace the unique perspective and capabilities of our current and future employees, which will help us to improve outcomes for wāhine women and kōtiro girls. If you have any support or access requirements, we encourage you to tell us when you apply so that we can assist you through the recruitment process.

If you would like us to consider a flexible working arrangement, please let us know how that might best work for you as part of your application.