

POSITION DESCRIPTION

Position:	Principal Advisor, Information Governance
Reporting to:	Deputy Secretary, Organisational Performance and Services
Direct reports:	Nil
Location:	Wellington
Tenure:	Fixed Term (part-time)
Date	14 August 2025

Te Aronga o te Ratonga Tūmatanui/ Public Service Purpose

Ka mahitahi mātou o te ratonga tūmatanui 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 ōna 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 haporī, 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.

Our Role, Purpose and Vision

We are the Government's principal advisor on improving the lives of wāhine women and kōtiro girls in Aotearoa New Zealand. This sees us provide system leadership, working across government and with a range of partners and groups to improve outcomes for wāhine women and kōtiro girls. Our people are crucial to achieving our strategic outcomes set out in our Strategic Intentions document.

Our work currently focuses on achieving four strategic priorities:

- Economic empowerment: ensuring all women and girls have economic security and independence, supporting them to thrive.
- Representation and leadership: building meaningful participation for women and girls at every level of society.
- Safety: supporting women and girls to be safe from all forms of violence.
- Wellbeing: supporting women and girls to have good health and wellbeing.

In addition to our four priority areas, we are committed to working with wāhine Māori to progress shared goals and aspirations, while our international work protects and promotes the rights of women and girls.

Our Ko wai mātou – our ways of working

Our ko wai mātou reflects 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.

Position Purpose

The Principal Advisor, Information Governance is responsible for leading the development, implementation and continuous improvement of the Ministry's information strategy, frameworks, and practices. This role holds responsibility for ensuring the Ministry complies with the Public Records Act and the Privacy Act.

This is a senior specialist position that ensures the Ministry's information is governed and managed as a strategic asset, risks are managed, and business needs and legal obligations are met. The role provides high-level advice to leaders and works collaboratively across the Ministry to promote good information and privacy practices.

Key Result Areas

Focus	Responsibility
Information Management Strategy Frameworks	<ul style="list-style-type: none">• Develops, leads and delivers the IM strategy to align with the Ministry's strategic objectives, work programme, legislative requirements and government standards and direction.• Maintains expert knowledge in public sector information governance, records management practices, and direction.• Leads the ongoing development and implementation of the information and records management framework at the Ministry including policies, standards, and processes (e.g. information capture and description, appraisal and disposal).• Maintains strong information governance structures and practices, while always identifying opportunities for continuous improvement to drive uplift in maturity.
Product Ownership	<ul style="list-style-type: none">• Ensures all staff receive the necessary IM, security and privacy guidance and training and advice so that they can work effectively while meeting the Ministry's IM policies and processes and comply with relevant legislation.• Responsible for the product road map and vision:<ul style="list-style-type: none">○ Leading the solution design and configuration ensuring best practice patterns and templates are used.○○ Keeping across changes to the product and new functionality and making sure this is leveraged.

Focus	Responsibility
	<ul style="list-style-type: none"> ○ Ensuring the product meets the needs of “users” and can support the management and security of information, and making sure users are supported to use it effectively. • Acts as the custodian of the Ministry’s information taxonomy and manages and guides all requests for changes. • Builds a culture of trust and collaborative working with staff, to best support delivery of the work programme, and supports capability development for IM champions. • Maintains vendor relationships as needed to embed IM practices where new IT solutions are needed.
Records Lifecycle Management	<ul style="list-style-type: none"> • Develops and implements the Ministry’s retention and disposal schedule across all digital and paper-based information systems. This includes establishing and maintaining regular routine disposal processes. • Manages the offsite storage provider, including contract management, service management, and working with the vendor to reduce off site storage holdings. • Supports the Ministerial Services workflow and reporting capability using M365 apps including lists and power automate. • Performs (or supports others to) conduct document searches as required (e.g. OIA requests).
Privacy Management	<ul style="list-style-type: none"> • Develops and implements privacy frameworks, including maintaining policies, training and breach management procedures. • Acts as the Ministry’s key privacy contact alongside the Chief Privacy Officer (CPO). • Responds to general privacy queries from staff and incidents and liaises with Office of the Privacy Commissioner (OPC) or seeks other expert advice in the event of a complaint or potential breach. • Provides expert internal advice (alongside CPO) on privacy impact assessments (PIAs), data sharing initiatives, and information collection practices or seeks OPC advice as necessary.
Compliance, Monitoring and Reporting	<ul style="list-style-type: none"> • Monitors compliance and performance with information and privacy policies and practices while proactively recommending and implementing improvements. • Actively identifies and advises on organisational and operational risks with a solution-focused approach.

Focus	Responsibility
	<ul style="list-style-type: none"> Prepares reports, briefings and recommendations for leaders, audit and public service requests or reviews related to information and privacy.

Key Functional Relationships

Internal:	Leadership Team Organisational Performance and Services team People Team Manatū Wāhine kaimahi
External:	Government information and privacy agencies (e.g. Archives NZ, OPC) Other Government agencies (for collaboration and benchmarking) Consultants and vendors as required

Person Specification

- Technically savvy and up to date with latest technology trends in information systems, particularly SharePoint and Office 365 ecosystem.
- Proven IM experience, including strengthening governance and assurance, lifting organisational practice, and delivering IM advice to staff and stakeholders
- Knowledge of privacy legislation and experience managing privacy frameworks and incidents.
- Ability to build relationships across government with other IM professionals and collaborate through existing fora.
- Experience advising leaders and engaging with diverse stakeholders to ensure best practice information, governance and management.
- 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.
- Effective time management skills and the ability to work independently without supervision and collaboratively as a team member.
- Ability to navigate through both complex and ambiguous environments.
- A tertiary qualification in information management/relevant discipline or equivalent relevant work experience.
- An understanding of the principles of Te Tiriti o Waitangi, and their implications for public service operations.

Desirable

- An understanding of information and records within the context of Te Ao Māori.

Capabilities

1. Leadership

Te Kawa Mataaho Leadership Success Profile (LSP) describes what 'good' leadership looks like at all levels within the New Zealand public sector.

While all elements of the LSP are important, the following leadership competencies are particularly relevant to your leadership role at the level for a senior leader with a small span of control.

Leadership Competencies	Leadership Characters
Engaging other	Curious
Enhancing system performance	Honest and courageous
Enhancing team performance	Resilient
Managing work priorities	Self-aware and agile

You can find further information on the LSP here: [Leadership Success Profile](#)

2. Māori Crown Relations

The [Māori Crown Relations Capability Framework](#) describes what Māori Crown relations skills are needed for effective leadership looks across New Zealand's Public Service. In addition to the current core focus competencies for the Ministry, additional specialist competencies will be required.

Other Requirements

You are required to comply with the standard operating requirements of Manatū Wāhine, i.e. you must comply with all the health, safety & wellbeing standards, financial, people, legal and other delegations set out in Standard Operating Procedures, policies and instructions (refer to the Intranet for further information).

Changes to Position Description

Positions at the Ministry may change over time as it evolves and priorities change. Responsibilities may change as the job evolves over time, and the manager of this position may initiate such change as necessary.