



**Mahi Tahī**

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

**#arohatōmahi**

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

**Manaakitanga**

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

**Tiakitanga**

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana - leaving a legacy which future generations will embrace.

**Details**

JOB TITLE	Official Information & Privacy Advisor
REPORTS TO	Business Performance Manager
GROUP	Organisation Performance
DIRECT REPORTS	Nil
FINANACIAL DELEGATIONS	Nil
WARRANTS REQUIRED	N/A
GRADE	14

**Purpose**

The Official Information and Privacy Advisor plays a critical role in supporting Council to meet its statutory obligations under the Local Government Official Information and Meetings Act 1987 (LGOIMA), Privacy Act 2020, and related legislation.

The role is responsible for coordinating and managing official information and privacy matters across the organisation, including providing advice and the management of requests, privacy incident response, and proactive information release.

Through relationship building, education, guidance, and continuous improvement initiatives, the Official Information and Privacy Advisor will promote a culture of openness, accountability, privacy awareness, and good information management practices across Council.



## Key Responsibility and Expected Outcomes

### **Official Information & Privacy Management**

- Coordinate and manage requests under the Local Government Official Information and Meetings Act 1987 (LGOIMA) and Privacy Act 2020, ensuring compliance with statutory obligations and timeframes.
- Receive, assess, scope, and coordinate requests, including transfers, extensions, and responses.
- Research and apply relevant legislation, case law, Ombudsman guidance, and Privacy Commissioner guidance when assessing requests and preparing responses.
- Draft and quality assure responses to ensure they are accurate, legally robust, and fit for purpose.
- Maintain confidentiality, security, and appropriate information handling practices throughout the request process.
- Manage, investigate, assess, and reporting for privacy incidents and breaches, including coordinating notifications and corrective actions where required.
- Provide advice to kaimahi on privacy and official information matters, including identifying and mitigating risks.
- Work collaboratively with business units to ensure appropriate processes and practices are in place to support compliance with privacy and official information obligations.

### **Policy Advice & Continuous Improvement**

- Implementation and review of policies, procedures, standards, and guidance relating to privacy, official information, and information management.
- Act as Council's subject matter expert, providing practical and risk-based advice to kaimahi.
- Support the proactive release of Council information and decision-making records in accordance with legislative and organisational requirements.
- Review the effectiveness of Council's privacy and official information programmes and identify opportunities for continuous improvement.
- Contribute to initiatives that strengthen organisational governance, transparency, compliance, and capability.

### **Training & Awareness**

- Develop and deliver training, education, and awareness programmes that build organisational capability in privacy, official information, and information management.
- Promote a privacy-first culture and encourage the consistent application of privacy principles and good information management practices across Council.
- Develop guidance materials, tools, and resources to support staff in meeting their legislative responsibilities.
- Build and maintain effective working relationships across Council to facilitate timely information gathering, decision-making, and compliance outcomes.
- Represent Council and liaise with external organisations, including the Office of the Privacy Commissioner and the Ombudsman, where appropriate.

### **Relationship Management**

- Support the Organisation Performance Group in strengthening Council's strategic relationships by working collaboratively with Iwi and other cultural stakeholders.
- Establish and maintain a network of key contacts to enhance Council's relationships across local government, government agencies, businesses, and the community.
- Coordinate the implementation of communication plans to ensure key stakeholders are kept informed of Council's work programme.

### **Health Safety & Wellbeing**

- Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

### **Council Contribution**

- Actively contribute to the Organisation Performance Group by performing duties as required, promoting a positive workplace culture, and participating in Emergency Management activities.



## CAPABILITY & COMPETENCIES REQUIRED

### SKILLS, KNOWLEDGE & EXPERIENCE

- A background in privacy, official information, and compliance with at least three years' experience within local or central government is preferred. We are also open to junior legal candidates with the right attitude, skillset, and desire to develop a career in privacy or official information services.
- Demonstrated knowledge of privacy principles, best practice, and relevant legislation (e.g., Privacy Act and LGOIMA) and an understanding of the broader dynamics of the local government sector landscape and the legal, regulatory and compliance regimes that operate within New Zealand.
- Coordination Skills – Excellent written and oral communication, including relationship and stakeholder management skills, complemented with report writing and presentation skills
- A passion for the customer and organisational culture and an ability to influence, help and coach others to understand the importance of considering privacy as it relates to the customer when making key decisions and embarking on change.
- Computer skills – Proficient knowledge of and experience with Microsoft Office (including M365) applications and services.
- Familiarity with local government or complex public sector environments.

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### *Drives Community Outcomes*

Delivers impactful outcomes for the community by providing exceptional service, fostering meaningful Iwi relationships, integrating Te Reo Māori and tikanga, and continuously improving efficiency within the Horowhenua District Council landscape.

### *Delivery Focused*

Delivers high-quality work with integrity, accountability, and efficiency, following through on commitments, engaging with Iwi where appropriate, and using digital tools effectively to achieve meaningful community outcomes.

### *Mana Enhancing*

Builds trust by placing people at the heart of decisions, embracing diverse cultures, upholding high standards of professionalism, nurturing personal growth and self-care, and protecting the mana and integrity of relationships.

### *Connected*

Builds strong, trust-based relationships across teams and the community through clear communication, collaboration, and cultural engagement, creating a connected and inclusive environment that drives better outcomes.

### *Resilient and Adaptable*

Adapts to change with curiosity and resilience, maintaining focus under pressure, seeking diverse perspectives, and persevering to deliver the best outcomes for the community.

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## Alignment with our community outcomes



We uphold Te Tiriti o Waitangi and its principles and recognise the role of Mana Whenua as kaitiaki of their rohe. We support them to maintain and enhance tikanga with their ancestral lands and waterways, wāhi tapu and other taonga, and build mutually respectful partnerships with tangata whenua, supporting whanau, marae, hapū and iwi in achieving their aspirations.



We contribute to improving our natural environment for current and future generations to enjoy, and protect the important natural features in our district.

We ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



We provide efficient, reliable and affordable infrastructure, developing and maintaining facilities and infrastructure to meet the needs of current and future generations. Our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, working with partners to develop infrastructure that enables growth.



We are business friendly, supporting diversity and resilience in our local economy and work with others to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



We value the diversity of our people, and how our district's heritage shapes our community's sense of identity and pride.

We provide infrastructure, services, facilities and places to build resilient and connected communities where people of all ages and backgrounds feel included and safe. We are building collaborative relationships with service providers to enable all people to live positive and healthy lifestyles, encouraging our people to participate in local decision making.

