

Who We Are

The Privacy Commissioner is an independent Crown entity established under the Privacy Act 2020 as New Zealand's privacy regulator with an economy-wide focus.

Our purpose is to ensure privacy is a core focus for agencies in order to protect the privacy of individuals, enable agencies to achieve their own objectives, and safeguard a free and democratic society.

We advocate and advise on matters relating to privacy, examine new legislation and initiatives for impacts on privacy, undertake independent inquiries into privacy issues, investigate and conciliate complaints about alleged breaches of privacy, and have a compliance and enforcement function. The Commissioner also has due regard for the protection of important human rights and social interests that compete with privacy, and of international obligations accepted by New Zealand.

Our system outcomes

- Individuals are more confident that their privacy is protected.
- Agencies can better achieve their own objectives through respecting the privacy rights of New Zealanders.
- The right to privacy and the protection of personal information is valued in New Zealand.

Our values



Our objectives

- We work in partnership with Māori to take a te ao Māori perspective on privacy.
- We engage and empower people and communities who are more vulnerable to serious privacy harm.
- We set clear expectations to provide agencies with greater certainty about their responsibilities.
- We promptly use our full range of investigation and compliance powers to hold agencies accountable for serious privacy harm.

The Role

Position Title:	Finance and Performance Manager
Reports to:	General Manager
Location:	Auckland
Date Issued:	January 2025

Role Purpose

Assist the General Manager to provide the Privacy Commissioner with high level financial and performance management advice and support to:

- undertake the Commissioner's statutory functions as defined by the Privacy Act 2020
- meet the compliance requirements of the Crown Entities Act 2004 and Public Finance Act 1989
- achieve the Commissioner's objectives.

Principal Accountabilities

Key Function	Accountabilities
Financial Management	For the day-to-day management of the OPC and in compliance with its statutory obligations pursuant to the Crown Entities Act 2004 and Public Finance Act 1989: <ul style="list-style-type: none"> • develop financial systems, processes and procedures for the Office of the Privacy Commissioner (OPC) that meet the test of best practice; • enable the OPC to operate within its budgetary constraints; • fulfil its financial reporting requirements.
	Support the General Manager to co-ordinate and prepare the OPC's annual budgets and budget bids for additional funding, as required, in support of the OPC's strategic objectives.
	Monitor and report on the financial performance of the OPC against budget and against the achievement of its strategic objectives; meeting both internal and external reporting requirements.
	Provide financial guidance to functional managers in the design, management and monitoring of their respective functional budgets.
	Provide the General Manager with the OPC's annual Finance and Performance Report (incorporating both the financial statements and KPI reporting), as prescribed by industry best practice and/or the Office of the Auditor General.
	Produce the four-monthly accounts and KPI reporting required for submission to the Ministry of Justice.

Key Function	Accountabilities
	<p>Prepare reports for the Crown's Financial and Information System (CFIS) as required.</p> <p>In consultation with the General Manager, oversee the annual audit of OPC's financial and non-financial performance by our approved Auditors.</p>
Payroll Oversight	<p>Oversee the fortnightly payroll processing, providing assurance on legal compliance, the accuracy and integrity of payroll systems, processes and practices. Resolve problems, identifying and implementing agreed improvements.</p> <p>Undertake the review of Pay-runs and Payroll Masterfile changes.</p>
OPC Performance Management (non-financial)	<p>Assist the Manager Strategy and Insights with development of the OPC's annual Statement of Performance Expectations, closely consulting and collaborating with the General Manager, functional managers, SLT, approved Auditors and the Ministry of Justice Sector Management Group.</p> <p>Support the introduction of meaningful performance measures across the individual functions of the OPC to reflect its Statement of Performance Expectations and its business and operational imperatives</p> <p>Work with functional managers in translating the Statement of Performance Expectations and such other functional requirements as may apply into performance measures for individual roles.</p> <p>Monitor, review and report on performance against the Statement of Performance Expectations, in close collaboration with functional managers, and the SLT.</p> <p>Work closely with the Data Insights Analyst to ensure internal and external reporting of KPIs is correct and consistent.</p> <p>Prepare reports on the financial and non-financial performance of the OPC, as may be required by the Privacy Commissioner, SLT members or functional managers.</p> <p>Proactively provide input into the Legislative Compliance Working Group with a particular focus on the review and updating of OPC corporate policies. Coordinate and oversee the updating of team level risk registers and associated reporting to the Senior Leadership Team.</p>
Financial and Non-financial practices and processes	<p>Provide internal controls for Supplier Masterfile changes and Balance Sheet reconciliations.</p> <p>Prepare contracts for services to be signed by the appropriate Budget Manager and financially monitor all contracts for goods and services, reporting any changes to the General Manager.</p> <p>Approve the processing of payments and batch files for payment in conjunction with the General Manager or other approved person if the General Manager is not available.</p>

Key Function	Accountabilities
	<p>Review and report on areas for improvement in how we are performing and identifying areas for improvement and regular monitoring e.g. Leave Management, Value for Money analysis in any areas of concern, QA on some of our non-financial areas to aid teams strengthen their controls and also help to identify anything in advance of the External Audit.</p> <p>Lead, monitor and support the Accounts Officer through the provision of accounting oversight, professional development, coaching and mentoring.</p> <p>Assist the General Manager in the recruitment and induction of new staff and in capacity and succession planning, as required.</p>
Strategy and Insights	<p>Work closely and collaboratively with the Strategy and Insights team to assist in evaluating financial and non-financial information to support recommendations.</p>
General	<p>Undertake and assist with such other functions of the Commissioner as may be requested by the General Manager or Commissioner from time to time, including any ad hoc or special projects that may be undertaken by the Commissioner's office.</p> <p>Comply with any code of conduct, policy, practice or procedure as may be adopted by the Commissioner's office.</p> <p>Undertake the accountabilities of the position to the standards of quality and timeliness as prescribed by the General Manager or Commissioner</p> <p>Alert the General Manager in a timely manner to any significant issue that might adversely impact the progress of any work or may be of wider significance or concern to the Commissioner's office.</p> <p>Obtain the prior approval of the General Manager before applying any new or novel interpretation of the law or departing from approved policy or practice.</p> <p>Ensure accurate and up-to-date records are created and maintained, to meet both the operational requirements and legislative obligations of the Commissioner's office.</p> <p>Develop and maintain relationships with external stakeholders in a manner that reflects a responsive, timely and professional service by the Commissioner's office.</p> <p>To maintain productive working relationships with all the Commissioner's staff, including the SLT, and to contribute as a team member to the wider objectives of the Commissioner's office.</p> <p>To undertake such training as necessary to remain current with accepted accounting standards and to maintain a professional accounting qualification.</p>

Key Relationships

Internal	<ul style="list-style-type: none"> • Privacy Commissioner • Deputy Commissioner • Accounts Officer • Functional managers/Leads • Manager Strategy and Insights • Data Insights Analyst • Senior Leadership Team • Wider Leadership Team members • Other staff, as required
External	<ul style="list-style-type: none"> • Ministry of Justice, Sector Management Group • OPC approved auditors • Office of the Auditor-General

Delegations

Human Resources	1 (Accounts Officer)
Financial	None
Limits on Authority	<ul style="list-style-type: none"> • No statement is to be issued to the news media or any information released to the general public without the prior approval of the Privacy Commissioner. • Any significant departure from approved or accepted work practice or procedure is first to be discussed and agreed with the General Manager or Privacy Commissioner. • There is no authority to enter into any ongoing contract that may in any way be binding on the Privacy Commissioner, without the prior approval of the General Manager. The booking of venues, travel or accommodation must be in accordance with the policies, practices and procedures of the Commissioner's office.

Qualifications, Experience, Competencies

- Sound financial management knowledge and skills including a recognised professional accounting qualification (CA, ACA) or eligibility for membership in good standing in the appropriate professional association with 2 or more years' experience, post qualification.
- Good business acumen, understands and is confident navigating the intersection between Finance, Operations and Strategy.
- Strong analytical and statistical skills.
- Effective written and oral communication skills and the ability to communicate complex ideas clearly and concisely in written reports and correspondence within and outside of the office.

- Ability to use a variety of computer programs including word processing, spreadsheets, and financial software (competency in the Xero accounting software would be an advantage).
- Knowledge of government organisations, reporting structures, and the statutory obligations of Crown entities would be an advantage.
- Proven ability to work with considerable independence and manage a diverse and demanding workload.
- Ability to develop effective working relationships with senior management and colleagues across the office.
- Works well under pressure, resilient and resourceful.

Key Competencies

The competencies identified below are mapped against the five core values of the Commissioner's office:

Respect – for all the people we deal with, and for viewpoints that differ from our own

Integrity – we are honest, fair and transparent in our work

Independence – we operate impartially and without political or personal bias

Innovation – we value innovation, creativity and a culture of continuous improvement

Excellence – we strive for best professional practice and leadership in our field

Competency	OPC Values	Description of skilled behaviours
Supervisory Skills	Innovation Excellence Respect Integrity	<ul style="list-style-type: none"> • Effectively supervises and mentors staff; • Builds strong working relationships with staff, and between staff and other stakeholders, both internal and external; and • Manages staff resources effectively to ensure the delivery of outputs to agreed standards of timeliness and quality.
Analytical Skills	Innovation Excellence	<ul style="list-style-type: none"> • Applies intellectual rigour to researching and analysing complex issues systematically and comprehensively; • Provides robust, well thought out conclusions supported by relevant data; • Identifies emerging issues early and proactively addresses them; and • Thinks laterally about issues and is innovative in problem-solving.
Professionalism	Respect Integrity Independence	<ul style="list-style-type: none"> • Displays highest standards of personal integrity, honesty and conduct; • Exercises discretion at all times, particularly in dealing with sensitive or confidential material; • Develops and maintains constructive working relationships with internal and external stakeholders; and

Competency	OPC Values	Description of skilled behaviours
		<ul style="list-style-type: none"> • Uses language and has a demeanour and personal presentation that reflects a professional outlook.
Communication Skills	Respect Integrity Excellence	<ul style="list-style-type: none"> • Communicates clearly, concisely and in plain English, both orally and in writing, and is an active listener; • Delivers presentations effectively and can use a range of presentation methods and media; and • Negotiates effectively and can achieve co-operation and agreement where there are conflicting objectives.
Technology Skills	Innovation Excellence	<ul style="list-style-type: none"> • Competently uses equipment and software to produce own work, and is proficient with the Microsoft Office suite of applications and such other software or information technology tools as are required for the role; and • Adopts and adapts to new technologies readily.
Self-management	Innovation Excellence	<ul style="list-style-type: none"> • Works independently and is largely self-managing, yet is also a strong team player; • Self-motivated and self-driven, understands and accepts responsibility for own performance requirements; • Plans, organises and prioritises work effectively, is motivated to find solutions to problems, and is results-driven; • Maintains and enhances knowledge by actively keeping up-to-date with developments; • Participates actively in training and development opportunities; • Completes work in a timely manner and follows through with commitments; and • Sets and maintains high standards of performance.
Teamwork	Respect Innovation Excellence	<ul style="list-style-type: none"> • Works as a team member and demonstrates collegiality through knowledge sharing and excellent work relationships; • Relates to a wide variety of people, both within the office and externally, in a positive and helpful manner; and • Supports group decisions and puts group goals ahead of own goals.
Innovation and Adaptability	Innovation Excellence	<ul style="list-style-type: none"> • Displays a positive attitude to change, adapts readily, and initiates changes as required; • Effectively manages competing priorities; • Generates ideas for improvement, takes advantage of opportunities and suggests innovations; and • As with all other staff, undertakes such other duties and responsibilities as the Commissioner may reasonably request from time to time.

