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| Information Advisor  Information | | | | | |
| Our purpose **Manaaki tangata, Manaaki whanau** We help New Zealanders to be safe, strong and independent | | | | | |
| Our commitment to Māori As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori,  whānau, hapū, Iwi and communities to realise their own potential and aspirations. | | | | | |
| ****Our strategic direction**** | | | | | |
| **Mana manaaki** A positive experience  every time | | **Kotahitanga** Partnering for greater impact | | **Kia takatū tātou** Supporting long-term social and economic development | |
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| ****Our Values**** | | | | | |
| **Manaaki** We care about the wellbeing of people | **Whānau** We are inclusive and build belonging | | **Mahi tahi**  We work together, making a difference for communities | | **Tika me te pono** We do the right thing, with integrity |
| ****Working in the Public Service**** Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna 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 hapori, 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. | | | | | |

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| The outcomes we want to achieve | | | |
| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | | New Zealanders participate positively in society and reach their potential |
| We carry out a broad range of responsibilities and functions including | | | |
| * Employment, income support and superannuation * Community partnerships, programmes  and campaigns * Advocacy for seniors, disabled people  and youth | | * Public housing assistance and emergency housing * Resolving claims of abuse and neglect in  state care * Student allowances and loans | |
| ****He Whakataukī\***** | | | |
| Unuhia te rito o te harakeke Kei hea te kōmako e kō? Whakatairangitia, rere ki uta, rere ki tai; Ui mai ki ahau, He aha te mea nui o te ao? Māku e kī atu, He tangata, he tangata, he tangata\* | | If you remove the central shoot of the flaxbush Where will the bellbird find rest? Will it fly inland, fly out to sea, or fly aimlessly; If you were to ask me, What is the most important thing in the world? I will tell you, It is people, it is people, it is people | |
| **\*** We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī | | | |

## Position detail

Overview of position

The Advisor assists Senior and Lead Information Advisors to establish and deliver a sound and sustainable information management, information security, and privacy programme across the Ministry.

In particular, the position:

* Contributes to the development and implementation of any relevant policies, standards, frameworks, guidance, training and processes that are relevant to the Information Group’s functional activities.
* Contributes to the maintenance of the Information Group’s operations, including: fulfilling information requests; administering information repositories where required; provision of library services where required; providing the business with professional and timely advice; and manage and coordinate the resolution of information breaches and complaints.
* Conducts assurance activities to deliver on an information assurance plan that is targeted at areas of strategic or operational risk in the Ministry.
* Works collaboratively and constructively alongside other team members and the wider business that models a commitment to multi-disciplinary, cross-functional ways of working to help to ensure the delivery of the Information Group’s functional activities.

Location

National Office, Wellington

Reports to

Manager, Information Group

## Key responsibilities

Advice and Customer Service

* Work with the business to provide professional advice and develop innovative and practical solutions to solve business problems, while ensuring the business’ responsible use of information.
* Provide interpretation and advice on information-related legislation and regulation.
* Provide accurate and timely advice in relation to breaches, and ensure MSD meets its notification obligations. Escalate complex or high risk areas as required to Information Group management.
* Consider each piece of advice in the context of other advice that has been given and within a wider knowledge of MSD’s operations and strategic direction.
* Collate and analyse reporting data on areas of work for which the Information Group is responsible (including breaches and complaints).

**Relationship Management**

* Establish and maintain effective inter-staff relationships within the Information Group.
* Establish and build strong working relationships at all levels of the Ministry, and engage with a range of internal and external stakeholders.
* Work collaboratively and constructively with stakeholders and internal customers to ensure that Information Group functional activities can be conducted successfully without unjustified disruption to normal business.
* Be responsive to requests for information and work collaboratively with all relevant parties, both internal and external.
* Model the values and vision of the Ministry and the expectations from the Code of Conduct.

**Assurance and reporting activities**

* Support the development of an information assurance plan that is targeted at areas of greatest strategic or operational risk and that will help to increase the Ministry’s maturity in how it uses and handles information.
* Support the development of a reporting plan that will enable the Ministry to meet its formal reporting obligations.
* Conduct all required assurance and reporting activities to deliver on those plans.
* Compile and present data that will enable the Information Group to report to relevant managers and governance bodies on the information assurance and reporting plan, the results of assurance activities, trends, and required mitigations.

**Policies, Frameworks, Tools and Training**

* Contribute to development, implementation and maintenance of policies, frameworks, tools, and training materials to embed responsible information use and protection into the way the Ministry conducts its business and provides client service delivery.
* Assist with the implementation and maintenance of information management requirements in information repositories (i.e. recordkeeping systems and library services).
* Assist the design and delivery of educational programmes that promote a strong workplace culture where responsible information use is a core element of work processes and practice.
* Maintain and update the Information Group’s operational processes and procedures so that they reflect current best practice and legislative requirements.

**Continuous Improvement of Services**

* Identify and communicate opportunities to improve and enhance customer support and education activities for MSD customers.
* Contribute to initiatives to improve information maturity across the Ministry and the way we do things.
* Recommend effective approaches to respond to key risk areas.
* Develop and maintain knowledge of emerging trends, best practice and industry standards, as they apply to the Ministry’s information frameworks and requirements.

## Embedding Te Ao Māori

* Embed Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Build more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, Safety and Security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework.
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures.

**Emergency Management and Business Continuity**

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact the Information Group.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

* Relevant Tertiary qualification or experience in Information Security, Information Management, Privacy, Library Science, or Information Technology with a demonstrated commitment to developing and maintaining specialist skills and knowledge in this area.
* Knowledge and understanding of the structure of relevant statutes, rules and regulations, and compliance obligations pertaining to the responsible use of information, including, but not limited to, the Privacy Act 2020, the Public Records Act 2005, Official Information Act 1982, the New Zealand Information Security Manual (NZISM) and Protective Security Requirements (PSR).
* Knowledge in risk and assurance, particularly as it relates to information management, security or privacy, and demonstrated commitment to developing and maintaining specialist skills and knowledge in this area.
* Experience in writing clear, concise material at both a strategic and an operational level for various audiences.
* Excellent communication and relationship management skills.
* Sound understanding of the machinery of government.
* High degree of initiative and dependability; no need for constant supervision.
* Proven record in establishing and maintaining relationships with individuals, groups and agencies.

## Attributes

* **Personal responsibility** – Accountable for own work. Makes timely decisions and commits to definite courses of action. Continuously learns from experiences, and seeks out feedback and development opportunities. Functions effectively as a team member in a range of team contexts.
* **Integrity** – Maintains confidences and trust and acts in an honest, ethical and professional manner.
* **Making Connections** – Forms a range of effective and co-operative formal and informal connections which enable progress towards goals. Promotes Group and Ministry strategies, activities, and values internally and externally to improve leverage, build awareness and co-operation and contribute to achievement of goals.
* **Problem Solving** – Analyses problems, identifies core issues, investigates, evaluates and integrates information. Applies an objective, logical reasoning process to a problem of work situation in order to develop a conclusion or recommendation. Generates appropriate solutions to solve problems or issues.
* **Communication** – Presents and expresses ideas effectively in a range of contexts and settings, adjusting style and language to the context and the message. Can recognise, interpret and respond to messages and information given by others.
* **Results Orientation and Decision Quality** – Establishes a plan of action to move towards a desired future state and achievement of goals through identification of results to be achieved, application of effective project planning methodology, and measurement of successful implementation.
* **Knowledge Base** – Possess, maintain or acquire knowledge enabling full competence in the job.
* **Drive and resilience** – Sustains a high level of drive, show enthusiasm and a positive attitude when coping with work pressures. Shows resilience in the face of challenges.
* **Planning and Organising** – Monitors and upholds high quality of service and products to customers. Identifies objectives and develops effective action plans to achieve them. Uses sound personal organisation disciplines, a methodical and systematic approach towards planning workloads.
* **Teamwork** – Able and willing to work with others co-operatively and productively in order to achieve Group objectives. Encourages teamwork and promotes respect and understanding for differences in background and opinions, and work/life balance.
* Commitment to, and effective use of, SAFE methodology.

## Key Relationships

Internal

* Deputy Chief Executives and their Offices
* Relevant business units within the Ministry
* General Manager Information
* Directors, Managers and Lead Advisers, Information Group
* Improvement, Systems and Technology
* Service Delivery
* Insights
* Ministerial and Executive Services
* Workplace Integrity
* Legal Services
* Communications and Engagement.

**External**

* Relevant government regulatory bodies
* Other relevant government agencies
* Resource and service providers.

## Other

Delegations

* Financial – No
* Human Resources – No

Direct reports – No

Security clearance – No

Children’s worker – No

Limited ad hoc travel may be required.

**Position Description Updated:** June 2022