



Whakaaturanga Mahi – Job description

Job details	
Job title:	Business Partner, Privacy
Reports to:	Executive Manager, Governance and Assurance
Direct reports:	Nil
Role:	1.0 FTE
Key relationships:	
<i>Internal:</i>	Executive Leadership Team, People Leaders, Enable New Zealand staff
<i>External:</i>	Office of the Privacy Commissioner, Information and Cyber Security providers, Ministry of Social Development (MSD), Accident Compensation Corporation (ACC)
Location:	Palmerston North

Ko wai mātou – Who we are

Enable New Zealand is the leading supplier of disability equipment, information, advice and modification services in Aotearoa.

Our mission is to support disabled people and their whānau to live everyday lives in their communities. We do this by effectively managing access to equipment and modifications for those living with disability, and their whānau on behalf of Disability Support Services (**DSS**) | Ministry of Social Development (**MSD**) and the Accident Compensation Corporation (**ACC**).

He aha ngā painga ki a mātou – What matters to us most

At Enable New Zealand (**Enable**), we care about making a difference to disabled people and working together as a team.

He aha te mahi – Role purpose

The Business Partner, Privacy is Enable New Zealand's trusted advisor on privacy matters, partnering with leaders and teams across the organisation to strengthen privacy capability, support informed decision-making and embed good privacy practices into everyday operations.

The role provides strategic and practical advice, influences organisational approaches to privacy risk management, and supports leaders to meet their privacy responsibilities. Through coaching, collaboration and influence, the Business Partner, Privacy helps build organisational maturity, promotes accountability for protecting personal information, and contributes to a culture where privacy is considered in decision-making, service delivery and organisational change.

Ngā mahi haepapa – Role responsibilities

Key objectives	Responsibilities
Strategic Privacy Partnering	- Partner with the Executive Leadership Team, People Leaders and teams to integrate privacy considerations into strategic and operational decision-making. - Provide trusted, practical and risk-based advice that enables leaders to make informed decisions and manage privacy responsibilities within their areas. - Influence projects, service improvements, system changes and business initiatives to ensure privacy is considered from the outset. - Build credible, collaborative relationships across the organisation and promote shared ownership of privacy outcomes.
Privacy Governance, Risk and Assurance	- Maintain expert knowledge of privacy legislation, emerging requirements and relevant good practice, and translate these into practical organisational advice. - Support the Executive Manager, Governance and Assurance, in their capacity as Privacy Officer, to strengthen Enable New Zealand's privacy governance and management framework. - Monitor privacy risks, trends and emerging issues and provide clear insights, recommendations and assurance to leaders and governance forums. - Influence improvements to privacy policies, controls, processes and third-party assurance arrangements. - Contribute to assurance, audit and reporting activities and monitor progress against agreed privacy actions.
Privacy Capability and Culture	- Build organisational capability through coaching, facilitation, education and practical guidance. - Enable leaders and staff to understand and fulfil the privacy responsibilities relevant to their roles. - Influence behaviours and practices that strengthen privacy awareness, accountability and responsible information management. - Develop accessible tools and resources that help teams confidently apply privacy requirements in their day-to-day work.
Privacy by Design and Organisational Change	- Partner with project, digital, technology and business teams to embed privacy-by-design principles into new and changing services, systems and processes. - Facilitate and support Privacy Impact Assessments and other privacy risk assessments, ensuring ownership remains with the relevant business area.

Key objectives	Responsibilities
	• Provide advice on proportionate risk treatments and influence the timely implementation of agreed recommendations. • Support organisational change by ensuring privacy impacts, dependencies and opportunities are understood and addressed.
Privacy Incidents, Requests and Complaints	• Provide expert guidance to leaders and teams in the assessment, investigation and resolution of privacy incidents and breaches. • Support appropriate documentation, escalation and notification processes, including engagement with the Privacy Officer and other relevant specialists. • Coach business areas to respond to privacy requests and complaints within legislative requirements and agreed timeframes. • Identify themes, root causes and lessons learned, and influence sustainable corrective and preventative actions.
Privacy Programme and Continuous Improvement	• Partner with the Executive Manager, Governance and Assurance to deliver agreed privacy priorities and the Privacy Risk Reduction Action Plan. • Lead or support initiatives that strengthen privacy maturity, information-sharing practices, information collection and third-party privacy assurance. • Use organisational insights, incident trends and assurance findings to identify opportunities for continuous improvement. • Promote practical, sustainable approaches that balance privacy obligations with the organisation's operational and service delivery needs.
Stakeholder Engagement	• Act as a credible and trusted privacy subject matter expert across Enable New Zealand. • Facilitate constructive conversations on complex or sensitive privacy matters and influence outcomes without relying on direct authority. • Support the Privacy Officer and relevant leaders with responses to regulators, funders and external stakeholders, as required. • Build and maintain appropriate professional networks to support contemporary privacy practice.
Health, Safety, and Wellbeing. Apply HSW knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent	• Is familiar with all policies and procedures as they affect the work environment. • Ensure that safe working procedures are practised, and no person is endangered through action or inaction. • Is aware of and can identify hazards and take action, accordingly, including preventing or minimising the adverse effects of hazards.

Key objectives	Responsibilities
amendments or replacement legislation	Ensure that all incidents, including near misses, are reported within the required timeframe using Enable New Zealand's incident reporting system. Actively participate in Enable New Zealand's health and safety programmes, through input into meetings and feedback through committee structures.
Te Tiriti o Waitangi – Treaty of Waitangi and Equity	Apply knowledge of Te Tiriti o Waitangi and its application in Health to all work practices. Attend appropriate Te Tiriti o Waitangi education sessions.
Cybersecurity and Data Privacy <i>Apply knowledge and skills to all work practices to protect the confidentiality, integrity, and availability of data and systems used by Enable New Zealand and comply with the Privacy Act 2020 and any subsequent amendments or replacement legislation</i>	- Follow Enable New Zealand policies and procedures when handling information to protect privacy and confidentiality. - Take care to only access or share information that is necessary for your role and authorised for use. - Be mindful of how information is discussed, stored, and shared (e.g. in conversations, emails, and documents), especially when it involves personal or sensitive details. - Report any suspected privacy breaches, data loss, or security concerns promptly through the appropriate channels. - Keep work devices, passwords, and access details secure and do not share them with others. - Ensure physical information (e.g. printed documents) is stored securely and disposed of appropriately when no longer required. - Support a culture of privacy and security by completing required training and applying it in day-to-day work. - Use approved tools and systems when handling Enable New Zealand information to maintain data integrity and security.

Ngā āheitanga matua – Key Competencies

Competencies are the skills, knowledge, and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified. For the purposes of selection, essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these:

Qualifications and Experience

Essential

- Demonstrated experience in privacy, risk, compliance, governance, legal, information management or a related field.
- Sound knowledge of the Privacy Act 2020 and associated regulations.
- Experience developing or implementing privacy frameworks, policies and procedures.
- Experience investigating incidents, complaints or compliance matters.
- Excellent written communication and reporting skills.
- Strong organisational skills and attention to detail.

- Proven ability to build effective relationships and provide trusted advice.
- High level of discretion and ability to maintain confidentiality.

Desirable

- Certified Information Privacy Professional (CIPP) or similar privacy qualification.
- Experience in the health, disability or public sector.
- Experience in assurance, risk management or governance environments.
- Knowledge of information security principles and practices.
- Understanding of Māori data sovereignty principles and privacy considerations.

Skills and Attributes

Essential:

- Strategic thinking and the ability to understand organisation-wide impacts.
 - Ability to influence without direct authority and build commitment to agreed outcomes.
 - Strong interpersonal and relationship management skills.
 - Ability to establish credibility and operate as a trusted business partner.
 - Strong coaching, facilitation and organisational capability-building skills.
 - Sound judgement and confidence navigating complex, sensitive or ambiguous matters.
 - Strong analytical, problem-solving and risk assessment capability.
 - Ability to balance legislative obligations, organisational risk and practical operational needs.
 - High levels of integrity, professionalism and discretion.
 - Ability to work independently while collaborating effectively across functions and teams.
- Strong organisational skills and ability to manage competing priorities

Desirable:

- Experience facilitating workshops, training or educational sessions.
- Experience preparing reports for senior leadership or governance groups.
- Knowledge of organisational change and continuous improvement methodologies.

Physical Attributes

Under the Human Rights Act 1993 discrimination based on disability is unlawful. Enable New Zealand Limited will make all reasonable efforts to provide a safe and healthy workplace for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from the appropriate people leader.