

Role Title	Data Protection Project Officer – 9 Months FTC
Job Family	Governance and Law
Competency Level	Principal Officer
Pay Range / Scale	P0 2-4
<p>Purpose</p> <p>To support the Director of Governance and Law (i.e. the Council's Data Protection Officer) and the Data Protection Manager in delivering the council's GDPR programme, ensuring that the Council as data controller or processor is compliant and demonstrates accountability for how it processes personal data.</p> <p>In addition, supporting the delivery of the Education Data Protection Service to schools who have signed up via a Service Level Agreement, ensuring that school's buying into the service are compliant with the requirements of the General Data Protection Regulations and Data Protection Bill once enacted.</p> <p>The core responsibility of a Data Protection Project Officer is to oversee data processing practices, ensuring that they meet all statutory requirements, the provision of advice, guidance, and auditing ensuring compliance with the legislation and any requirements of the Information Commissioner, as the Supervisory Authority.</p> <p>The role will report to the Data Protection Manager.</p>	
Generic Accountabilities	End Results/ Outcomes
Work closely with other Data Protection Officers and the Data Protection Manager to support the development of the service being delivered and delivery of improvements in processes and procedures.	<p>Identifies gaps in service provision/highlight issues and makes speedy recommendations to resolve the issues.</p> <p>Ensures improvements are developed, delivered and evaluated.</p> <p>Issues and recommendations are brought to the attention of managers.</p>
To perform the role of Data Protection Project Officer, supporting the delivery of a Service Level Agreement between the Council and Schools or any other external organisation that the Council enters into any contract for the provision of this service to.	The provision of expert advice, information, interpretation and performance of the role of Data Protection Officer for schools or any external organisation who have purchased the provision of that role from the Council.
Prepare and present a full range of reports (both standard and non-standard) covering requirements laid out under the GDPR and Data Protection Bill as and when required.	<p>Reports are prepared, distributed / presented to the appropriate data controllers, e.g. leadership teams and Boards, or management teams to the required standards and timescales.</p> <p>Evidence based recommendations are made.</p>
Co-operate with and support colleagues.	<p>Colleagues are supported and a seamless Data Protection/GDPR service is provided to the Council and its clients.</p> <p>Required information is provided in a time conducive manner.</p>

<p>Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.</p>	<p>All policies and procedures are complied with.</p>
<p>Carry out all duties and responsibilities with due care and skill and undertake training (including any refresher training) and pass any required examinations set deemed necessary by the Council for the performance of this role.</p>	<p>The service offered by the Council is carried out with due diligence, care and skill at all times.</p> <p>Risk to Council of complaints about service delivery are minimised.</p>
<p>Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.</p>	<p>Work is carried out in a way that is safe and without risks to health.</p>
<p>Job Specific Accountabilities</p>	
<p>Perform the role of Data Protection Project Officer .</p>	<p>Review, monitor and provide compliance advice with the Data Protection legislation 2018 including but not limited to Policies, DPIAs, Data Sharing Agreements, spot checks and audits.</p> <p>Respond to security and Data breach incidents raised to the Council, adhere to the recording, responding and notification processes and timeframes in line with the I.C.O.</p> <p>Raise awareness through training/ the development of resources for Council across differentiated Council platforms.</p> <p>Where required, make recommendation and support implementation of improved processes to ensure the ongoing standards of compliance across services.</p> <p>Advocate and support the culture of Data Protection by design and default.</p> <p>Provide support assistance to the Education Data Protection Service.</p> <p>Advise on matters relating to other access to information e.g. FOI and EIR.</p>
<p>Review, update and support the enforcement of the council's own data protection policy / strategy and accompanying standards.</p>	<p>Ensures the data protection policy / strategy and accompanying standards are fit for purpose, reviewed and updated when regulations change.</p> <p>Ensures that all communications are written in plain English and adhere to the council's guidelines.</p>
<p>Assist the Data Protection Manager in supporting the Director of Governance and Law who oversees the governance of data protection.</p>	<p>Ensures council officers and elected members understand and comply with all policies, processes and procedures in place for compliance of data protection and privacy legislation.</p>
<p>Provide support as and when required to Projects for the</p>	<p>Ensures the Council complies with the privacy by design principles and conducts privacy impact assessments.</p>

improvement of data protection compliance.	
Provide support as and when required for the creation and dissemination of guidance on data protection to all staff and external partners.	<p>Council officers and elected members receive high quality communications advice and support on data protection</p> <p>Good use is made of communications best practice. The latest techniques and channels are exploited to the full, particularly digital media.</p> <p>Close relationships are built and maintained with the council's partners and other key organisations in the borough, creating opportunities to promote effective information governance.</p>
Carry out privacy / data protection impact assessments and review / create the necessary privacy notices as and when requested	<p>Ensures good quality policies are in place and provided to users of the service</p> <p>Ensures privacy notices are in place that cover:</p> <ul style="list-style-type: none"> • What information is being collected • Who is collecting it • How is it collected • Why is it being collected • How will it be used • Who will it be shared with • What will be the effect of this on the individuals concerned
Support the delivery of training to complement the data protection policy / strategy and accompanying standards.	Council officers and elected members receive high quality training and advice on data protection.
Undertake any other duties commensurate with the general level of responsibility of this post.	

Nature of Contacts
<p>Work with the Data Protection Manager to provide support with GDPR compliance and data protection to the Director of Governance and Law.</p> <p>Work with the Education Data Protection Officers and where required Headteachers, Chairs of Governors and Senior Managers/Board members of schools/ organisations to whom the Education Data Protection Officer Service is being provided by the Council.</p> <p>Provide specialist advice, guidance and support on issues of data protection to other internal and external contacts, including directors, senior managers, elected members, information governance board, professional bodies and partner organisations.</p> <p>Work directly with colleagues, internal and external, other providers and external agencies as and when directed.</p>
Procedural Context

Exercise professional judgement ensuring, where applicable, the Education Data Protection Officer Service offered by the Council to schools and external organisations is performed to a high standard.

Responsible for those organisations privacy impact assessments and accompanying privacy notices to make sure they are appropriate to protect personal data.

Exercise professional judgement investigating, reporting and recommending actions on potential data breaches.

Provide support to schools and organisations as well as internal services/departments through applying knowledge of legislative requirements, systems, procedures and best practice.

Plans own time and co-ordinates the work of others. Plan, organize and deliver interventions and actions. Responsible for professional advice, reporting, assessment, auditing and being the interface between the Information Commissioner and data subjects and those organisations for whom the role of Data Protection Officer is being performed.

Accountable for proper use and security of information, resources, equipment and/or facilities within area of responsibility provided by schools or external organisations.

Use initiative to deal with complex issues and respond appropriately in an unpredictable work environment.

Responsible for ensuring knowledge is kept updated and is required to undertake and pass such training/refresher training as is directed.

Reports to the Data Protection Manager.

Resourcing

Budget Responsibilities: None

Supervisory Responsibilities: None

Knowledge, Skills and Experience

Experience

- Experience operating within a regulatory area and data governance
- Experience of compliance processes within complex organisations.
- Understanding of and practical experience in the area of privacy and data protection.
- Experience of giving professional advice and building effective and productive working relationships with people at all levels.
- Proven experience of working under pressure, meeting tight deadlines and working flexibly in response to changing circumstances.
- Experience of working with the public sector is preferable.
- Experience of delivering complex projects involving multiple stakeholders or departments within tight deadlines

Knowledge and skills

- Understand the key concepts and principles of data protection and compliance legislation.
- Excellent communication skills (especially writing/editing), with the ability to quickly process complex information and present targeted messages to different audiences.
- Understanding of systems and processes involved in gathering, storing, transferring and collecting personal data and the considerations when advising on Data Protection Impact Assessments (DPIAs)
- Knowledge and ability to investigate suspected data breaches and investigate data complaints on data protection.
- Proficient in the use of general office ICT systems.

Indicative Qualifications

Educated to graduate level and holding a qualification in Data Protection.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.