

JOB DESCRIPTION FOR DATA PROTECTION OFFICER

Job title	Data Protection Officer
Reporting to	Robert Masson, CEO
Preferred candidate location	London (ideally)
Job location	Onsite with clients/from home
Salary	£40-60k depending on experience
Role	Permanent, full time

Background on The DPO Centre Ltd

The DPO Centre is the UK's data protection officer resource centre. We provide 'fractional' (so less than part time) outsourced Data Protection Officer resources to over 250 organisations across the UK, ranging from 1 to 8 days per month. We also provide EU Representation services to a range of US and Asian based organisations.

We offer the opportunity to work with a portfolio of clients in dynamic, varied and challenging DPO roles, alongside other like-minded and motivated professionals within a structured, organised and co-ordinated team.

Further details on The DPO Centre and our existing team can be found at www.dpocentre.com.

Candidate profile

First and foremost, The DPO Centre is a service business. We look only to work with proactive, motivated, enthusiastic, customer driven, commercially aware team players, who can clearly demonstrate a passion for what they do and therefore offer an ideal fit with our core values and culture.

Due to our continued growth, we require a further experienced Data Protection Officer with a track record in the role, who is compliance driven, can demonstrate excellent communication and presentation skills and an ability to influence, encourage and support positive change within an organisation.

The successful candidate will have an ability to manage the demands of a portfolio of clients and is therefore able to prioritise effectively, navigate conflicting client demands diplomatically and maintain the highest degree of confidentiality and professionalism.

We are looking for candidates that value attention to detail and who deliver high quality work within agreed timescales. He/she must be well presented, with the capacity to work on their own initiative, but also to actively contribute to the constant development of the wider team.

The successful candidate will work with a dynamic portfolio of exciting and varied clients. Our services are delivered based on a balance of working remotely from home (so no travelling is required) and or visiting the client at their offices on certain days each week/month. Our aim is that the client portfolio be local to the candidate's home location, however **the need for sufficient flexibility to accommodate regular travel and occasional overnight stays that enable full working days to be delivered to the client is a fundamental requirement of the role**, therefore only candidates with a full, clean driving licence and the ability to accommodate this requirement should apply.

Contact with management and the other members of the DPO team will be frequent, this therefore not only fulfils the ongoing requirement to exchange knowledge, share experiences, improve our processes, develop our documentation and constantly improve on the best practice framework employed with our clients, but also to ensure the successful candidate feels very much an integral part of a motivated and sociable team.

Duties and responsibilities:

- Fulfil the tasks of the designated role of DPO as defined by Article 39 of the GDPR
- Inform and advise organisations of their obligations
- Create and implement strategies to ensure compliance with data protection laws
- Perform DPIAs and PIAs to gain a thorough understanding of the scope of an organisation's data and their compliance requirements
- Prepare recommendation reports and corresponding Schedule of Works
- Devise, facilitate and deliver training and awareness workshops
- Support the client in responding to individuals' rights requests
- Consistently inform and advise the client on governance, accountability and risk
- Keep up to date with changes in data protection law and regulations
- Actively contribute to building the team's overall knowledge base

Person Specification:

Education and experience:

- A previous role as Data Protection Officer or similar
- Ideally, a degree in law
- One or more data protection qualifications such as EU-GDPR-P, CIPM/T etc
- A background in compliance, data security, IT security, governance, legal or audit

Personal:

- Sufficient flexibility in your personal circumstances to be able to travel to clients such that a full working day can be delivered to them
- Ability to work independently yet also be a strong team player
- Excellent communication (verbal and written) and interpersonal skills
- The ability to maintain a high degree of confidentiality, trust and credibility
- Calm, controlled and resilient demeanour
- A commercial attitude towards time management

Required Skills:

- An in-depth knowledge of data protection laws within the UK and Europe
- An ability to think strategically, assess risks and explain the potential consequences
- Experience in drafting policies, interpreting legal contracts and report writing
- Confident presentation skills
- Attention to detail

Desired Skills

- Written and spoken EU language skills
- Knowledge of IT and cyber security
- Specific knowledge of the healthcare, tech or education sectors

Career Progression

- Working with ever more prestigious clients
- The opportunity to develop sector specific expertise
- Senior DPO > Team leadership > Senior Management

How to apply:

Please apply by emailing your CV and application for the attention of Robert Masson at recruitment@dpocentre.com.