

JOB DESCRIPTION FOR DATA PROTECTION OFFICER

Job title	Data Protection Officer
Reporting to	Lenitha Bishop, Head of DPOs
Preferred candidate location	Nationwide
Job location	Onsite with clients/from home
Salary experience	Highly Competitive , subject to + Pension + Benefits
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 500 organisations across the UK, ranging from 1 to 8 days per month. We also provide EU Representation services to a range of organisations globally.

We offer the opportunity to work with a portfolio of clients, in dynamic, varied and challenging DPO roles and alongside a large number of 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 recruit 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 further experienced Data Protection Officers throughout England with a track record in the role, who are compliance driven, can demonstrate excellent communication and presentation skills and have an ability to influence, encourage and support positive change within an organisation.

Successful candidates will possess the ability to manage the demands of a portfolio of clients and are 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. They must be well presented, with the capacity to work on their own initiative, but also to actively contribute to the constant development of our wider team.

Our services are delivered based on a balance of working remotely from home (more so of course currently) and visiting the client at their offices on certain days each week/month. Our aim is that the client portfolio be local to each successful 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 the ability to accommodate this requirement should apply. All travel expenses will be covered or reimbursed. You are required to have a full clean driving license and use of a car, unless you live within central London.

Our mission is "To inspire and develop one remarkable team, that delivers the extraordinary", hence our company philosophy is based on a '#OneTeam' approach. Contact with management and the other members of the DPO team will be frequent, as are the opportunities for team social activities. 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 that our new recruits feel very much like an integral part of a motivated, sociable and connected 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
- Implement the DPO Centre's established processes and practices
- Create and implement strategies to ensure compliance with data protection laws
- Perform DPIAs, PIAs and LI assessments and build/maintain the client's RoPA
- 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 overall knowledge base of the DPO Centre's team

Person Specification:

Education and experience:

- Previous roles as a Data Protection Officer
- Ideally, a degree or high-level qualification in law
- One or more data protection qualifications such as EU-GDPR-P, CIPP/E etc
- Experience across three or more industry sectors or extensive experience in a healthcare, financial services or multi-nationals.

Personal:

- **Sufficient flexibility within your personal circumstances to be able to travel to and from clients such that a full working day can be delivered**
- 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
- Capable of dealing with complex issues using advanced problem-solving and diplomatic skills

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
- Sufficient commercial awareness to understand, manage and navigate client expectations
- Project management skills to successfully manage a portfolio of clients with competing priorities
- Excellent communicator at all levels, ability to deliver a clear message to a wide variety of audiences
- Ability to challenge the status quo in a constructive manner

Desired Skills

- Knowledge of IT and cyber security and ISO certifications
- Written and spoken EU language skills
- Specific knowledge of the healthcare, tech or finance sectors e.g. Caldicott Guardian, FOI, DSPT Toolkit etc
- Knowledge of other worldwide data protection laws
- Negotiation skills to ensure the most appropriate, rather than 'easy', course of action is taken

Career Progression

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

To apply: Email your CV and application to recruitment@dpocentre.com

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