

# JOB DESCRIPTION

## DATA PROTECTION OFFICER



|                          |                               |
|--------------------------|-------------------------------|
| <b>Job title</b>         | Data Protection Officer       |
| <b>Reporting to</b>      | Head of DPOs                  |
| <b>Job Location</b>      | Onsite with clients/from home |
| <b>Employment Status</b> | Permanent, Full-time          |

### ABOUT US

The **DPO Centre** is a data protection compliance consultancy formed in the UK in 2017. We provide outsourced Data Protection Officers, privacy consultancy services and GDPR representation to over 700 organisations globally. The DPO Centre group consists of The DPO Centre Ltd in the UK, The DPO Centre Europe Ltd in Dublin and The DPO Center B.V in The Netherlands, together with a network of representation offices throughout the 27 EU Member States.

### OUR CULTURE

Our mission is "*To inspire and develop one remarkable team, that delivers the extraordinary*", which supports our '#OneTeam' philosophy. Contact with the other members of our team will be frequent, as are the opportunities for team social activities. This therefore not only fulfils our commitment to exchange knowledge, share experiences, improve our processes and constantly improve on the best practice framework employed with our clients, but also to ensure that our new recruits quickly become integral to our motivated, sociable, and connected team.

### WHY JOIN THE TEAM?

We offer the opportunity to work in a dynamic, varied and challenging role, alongside a group of like-minded and motivated professionals, within a structured, organised and coordinated team.

As a learning organisation, we provide training, shadowing opportunities and personal development to our employees.

### OUR PEOPLE

Within The DPO Centre family we have bakers, skaters, bike riders, avid readers, ultra-runners, budding photographers, keen travellers amongst others. Our team comes from all corners of the world, New Zealand, Argentina, Mauritius, Mexico, South Africa to name a few. Please see for yourself on [our team](#) page.

### COMPENSATION

- Highly competitive, salaries are set according to experience, qualifications and requirements

- 10% bonus scheme (non-contractual)

## BENEFITS

- Pension scheme
- 25 days annual leave + Length of service accrual
- Wellbeing and electric vehicle schemes
- Personal development
- Additional information on our [benefits](#)

Further details on The DPO Centre and our existing team can be found at [www.dpocentre.com](http://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 the UK 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 occasional visits to clients at their offices. Our aim is that the client portfolio be local to each successful candidate's home location, however the need for sufficient flexibility to accommodate 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 driving license and use of a car, unless you live within central London.

## 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 protections 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 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:

- Able to maintain confidentiality, whilst instilling trustworthiness
- Adaptability whilst staying calm in high pressure scenarios
- Strong emotional intelligence in leadership, comprising of demonstrating empathy but remaining objective
- Excellent IT skills: Full Microsoft Office suite
- Highly organised, structured and disciplined, with great attention to detail
- The ability to work under pressure and juggle multiple active priorities
- Excellent written, verbal and non-verbal communication skills

### Advantageous skills

- Knowledge of IT and cyber security and ISO certifications
- Written and spoken EU language skills
- Specific knowledge of the health, tech or finance sectors e.g. Clinical trials, 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

## HOW TO APPLY

Email your CV and application to [recruitment@dpocentre.com](mailto:recruitment@dpocentre.com)

Click [here](#) to view our Recruitment Candidate Privacy Notice.