

JOB DESCRIPTION

DATA PROTECTION OFFICER



Job title	Data Protection Officer
Reporting to	Pod Leader/Data Protection Officer
Job location	Fully Remote with occasional travel to team meetings
Employment status	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 600 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 continuous learning organisation, we provide ongoing training, shadowing and personal development opportunities 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, including New Zealand, Argentina, Mauritius, Mexico and 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
- Company level bonus scheme (non-contractual)

BENEFITS

- Pension Scheme
- 25 days annual leave + Length of Service accrual
- Wellbeing and Electric Vehicle Schemes
- Personal Development

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.

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.

This position is fully remote and will therefore require some flexibility to accommodate different time zones from time to time and a strong secure internet connection.

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 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 a healthcare, financial services or multi-nationals.

Personal:

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