

JOB DESCRIPTION

DATA PROTECTION SUPPORT OFFICER



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| Job title | Data Protection Support Officer |
| Reporting to | Pod Leader |
| Job location | Hybrid – Ipswich min 2 days per week/Home based |
| 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

Fundamental to our '#OneTeam' philosophy is our mission is *"To inspire and develop one remarkable team, that delivers the extraordinary"*. Contact with the other members of our UK and Netherlands based teams 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

- **£25,000 – £35,000**- subject to experience
- 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.

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.

To support our continued growth, we require a Data Protection Support Officer who will need to demonstrate excellent communication and organisational skills, have the ability to prioritise your workload and to work in a structured manner.

Supported by our existing Data Protection Support Officers, you will assist with the Data Subject Access Requests and DPIAs.

This role is based in our Ipswich office, with a balance of hybrid working.

DUTIES AND RESPONSIBILITIES

- Supporting the full life cycle of DSAR requests
- Ensure all assigned tasks are completed within agreed timeframes
- Ensure appropriate redactions / exemptions are applied as outlined in the Data Protection Act
- Manage client expectations and liaise with 3rd parties like the ICO (supported by a DPO where required)
- Manage and maintain a DSAR log
- Produce reports and information summaries
- Keep up to date with changes in data protection law and regulations
- Complete and review DPIAs
- Actively contribute to building the overall knowledge base of the DPO Centre's team
- Support the development of DPO Centre's internal processes to streamline service delivery

PERSON SPECIFICATION

Education and experience:

- Knowledge and experience of fulfilling DSAR requests
- Ideally, a data protection qualifications or experience in the sector

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
- Highly responsive with a can-do attitude and flexible working style
- Proven ability to deliver at pace and manage a quality service

Required Skills:

- A basic knowledge of the UK GDPR and Data Protection Act 2018
- Confident in using Microsoft applications (e.g., Excel, PowerPoint, Word), LinkedIn, HubSpot and WordPress
- An ability to think logically and strategically
- Attention to detail and analytical skills
- Excellent communicator with the ability to deliver clearly to a variety of audiences
- Ability to handle conflicting deadlines and demands

Desired Skills

- Diary management
- Experience working in a regulated industry or public sector
- 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 and being an expert in the field
- Data Protection Officer > 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.