

# 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 group** is a multi-national data protection compliance consultancy formed in the UK in 2017. We have provided outsourced Data Protection Officers (DPO), privacy consultancy services, and GDPR Representatives to over 800 organisations globally. The DPO Centre Canada Inc. is the most recent addition to The DPO Centre group of companies, which also consists of The DPO Centre Ltd in the UK, The DPO Centre Europe Ltd in Dublin, and The DPO Centre Netherlands BV., together with a network of representation offices throughout the 27 EU Member States.

### OUR CULTURE

Fundamental to our #OneTeam philosophy is our mission: "To inspire and develop one remarkable team that delivers the extraordinary". Contact with other members of our various national teams will be frequent, as will the opportunities for team social activities.

We believe in constantly improving our processes and the best practice framework we employ with our clients. Sharing knowledge and experiences is a vital part of our culture and ensures you will quickly become an integral part of our motivated, sociable, and connected team.

### WHY JOIN THE TEAM?

Our offer to you is the opportunity to work in a dynamic, varied and challenging role within a structured team of like-minded and motivated professionals.

The data protection industry is rapidly evolving, and this role offers you have the chance to be involved in projects that encourage professional growth and innovation.

### OUR PEOPLE

Within The DPO Centre family we have bakers, skaters, bike riders, walker, avid readers, ultra-runners, budding photographers and keen travellers amongst others. Our team comes from all corners of the world, including 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 + Benefits

## BENEFITS

- Pension scheme
- 25 days annual leave + Length of service accrual
- Wellbeing and electric vehicle schemes
- Personal development

Additional benefits subject to scheme rules:

- Inclusion and Wellbeing scheme
- Buy and Sell holiday scheme
- Work from abroad scheme
- Enhanced Maternity and Paternity Pay

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.