

JOB DESCRIPTION

DATA PROTECTION OFFICER



Job title	Data Protection Officer
Reporting to	Head of DPOs
Job location	Onsite with clients/from home
Employment status	Permanent, Full-Time (37.5 hours per week)

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

Career progression

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

SKILLS AND EXPERIENCE

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

COMPENSATION & BENEFITS

- Highly competitive, salaries are set according to experience, qualification and requirements.
- Pension scheme
- 25 days annual leave + Length of service accrual
- Wellbeing and Electric Vehicle schemes
- Holiday Buy Scheme
- Working Abroad Scheme
- Group Death in Service
- Company Maternity and Paternity Pay
- Personal development

Further details on The DPO Centre and our existing team can be found at www.dpocentre.com

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 (DPOs), privacy consultancy services, and GDPR Representatives to over 850 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 B.V in Amsterdam, together with a network of representation offices throughout the 27 EU Member States.

Further details on The DPO Centre and our global team can be found at www.dpocentre.com.

OUR CULTURE

Fundamental to The DPO Centre's culture is our #OneTeam philosophy:

'To inspire and develop one remarkable team that delivers the extraordinary'

Contact with other members of our various teams will be frequent, as will the opportunities for team social activities. Our mission is to nurture talent and empower individuals. 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 part of our motivated, sociable, and connected team. It's an essential aspect of our culture and also helps new recruits to quickly become part of our supportive and interconnected community.

We strive to be a team that doesn't just keep up, we set the pace.

OUR PEOPLE

Within The DPO Centre family we have bakers, skaters, bike riders, walkers, avid readers, ultra-runners, budding photographers, musicians, and keen travellers. Our team comes from all corners of the world, including New Zealand, Poland, Mauritius, Mexico, South Africa to name but a few.

Please see for yourself and meet everyone on [our team](#) page.

WHY JOIN THE TEAM?

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

The data privacy industry is rapidly evolving, so this role will involve working on projects that encourage continuous professional growth and innovation.

We are committed to empowering everyone in our **#ONETEAM** with the knowledge and opportunities to positively impact attitudes, behaviours, and legislation for the benefit of future generations.

HOW TO APPLY

Submit your interest by completing the application process via the link provided.

For any queries, please contact us at recruitment@dpocentre.com

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