

# JOB DESCRIPTION

## DATA PRIVACY OFFICER



<b>Job title</b>	Data Privacy Officer
<b>Job location</b>	Home-based in Ontario (Canada) with occasional travel to clients
<b>Employment status</b>	Permanent, Full-Time

### CANDIDATE PROFILE

First and foremost, The DPO Centre Canada Inc. is a service business. We look only to recruit proactive, motivated, enthusiastic, customer driven, commercially aware team players. We seek someone who demonstrates a passion for what they do and is aligned with our core values and culture.

Due to our continued growth, and expansion from the EU and UK into North America, we require experienced privacy professionals with a strong track record in privacy, who can demonstrate excellent communication and presentation skills and have an ability to influence, encourage and support positive change within an organization.

You 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.

To be successful in the role, you will deliver high quality work within agreed timelines. With the capacity to work on your own initiative, but also to actively contribute to the constant development of our wider team, including mentoring and knowledge sharing with the rest of the team.

Our services are delivered remotely from home, but occasional visits to client offices and internal team meetings will be required. All reasonable travel expenses will be covered or reimbursed.

### DUTIES AND RESPONSIBILITIES

- Inform and advise organisations of their privacy obligations
- Conduct privacy readiness, PIAs and maturity assessments
- Implement the DPO Centre's established processes and practices
- Work in consultation with clients, recommend and implement measures to enable the effective management of privacy risk and obligations
- Develop privacy policies, procedures and information
- Prepare board and other reports
- Devise, facilitate and deliver training and awareness workshops
- Support clients in responding to access and other data subject requests
- Support clients with privacy breach response
- Consistently inform and advise clients on governance, accountability and risk
- Keep up to date with changes in privacy laws and regulations
- Actively contribute to the adaptation, and implementation, of DPO Centre methodology in Canada
- 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 and gain international experience
- Privacy Officer > Team leadership > Senior Management

## **SKILLS AND EXPERIENCE**

### **Education and experience**

- At least 5 years' privacy experience in Canadian, US or European data protection laws
- Experience working as an in-house privacy advisor or as a privacy consultant
- Ideally, a degree in a relevant discipline (Master's or Law degree preferred)
- One or more recognized privacy credentials, such as the CIPP/C/E/US, CIPM etc
- Demonstrated experience and aptitude for advising across a variety of sectors and applicable laws

### **Personal**

- Available for occasional 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 diplomacy skills

### **Required skills**

- Able to maintain confidentiality, whilst instilling trustworthiness
- Adaptability while 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**

- Fluency in French (written and spoken)
- Professional consulting experience
- Specific knowledge of the health, tech or finance sectors
- Knowledge of US and EU privacy and AI laws
- Negotiation skills to ensure the most appropriate, rather than 'easy', course of action is taken

## COMPENSATION & BENEFITS

- Highly competitive package, salaries are set according to experience, qualifications and requirements; starting from \$110,000
- 3 weeks' annual vacation, increasing by one day for every year of service (maximum 4 weeks)
- Health Spending Account allowance
- Personal Development framework

## 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](http://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](mailto:recruitment@dpocentre.com)

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