

JOB DESCRIPTION

DATA PRIVACY OFFICER



Job title	Data Privacy Officer
Reporting to	Pod Leader
Job location	Home-based in Ontario with occasional travel to clients
Employment status	Permanent, Full-Time (37.5 hours per week)

CANDIDATE PROFILE

We're seeking experienced Data Privacy Officers to support our continued growth, and expansion into North America. The role requires a proven track record in data protection, a strong compliance focus, excellent communication and presentation skills and the ability to influence and support positive change within an organisation.

As we are a service business, we look only to recruit proactive, motivated, and enthusiastic team players who are commercially savvy and passionate about their work. The ideal candidate will align with our core values and contribute positively to our 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 timelines. 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, 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 from time to time. All reasonable travel expenses will be covered or reimbursed.

Successful candidates will excel at managing a diverse client portfolio, skilfully prioritising tasks, handling conflicting demands with diplomacy, and upholding the highest standards of confidentiality and professionalism. Attention to detail and a commitment to delivering high-quality work within deadlines are also essential, as is the ability to work independently while actively supporting the growth and development of our wider team.

Candidates should also demonstrate an open and forward-thinking mindset, particularly regarding the adoption of emerging technologies, including the responsible use of artificial intelligence (AI), to enhance efficiency, effectiveness, and service delivery.

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
- Working 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 privacy requests from individuals
- 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



SKILLS AND EXPERIENCE



Education and experience

- At least 5 years' privacy experience in Canada or Europe data protection law
- 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 credential, such as the CIPP/C, CIPP/E etc
- Demonstrated experience and aptitude for advising across a variety of sectors and applicable laws



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 and ability to work under pressure and juggle multiple active priorities
- Capable of dealing with complex issues using advanced problem-solving and diplomatic skills
- Open-minded and forward-thinking, with a willingness to embrace emerging technologies



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
- Excellent written, verbal and non-verbal communication skills
- The ability to work under pressure and juggle multiple active priorities



Advantageous skills

- Professional consulting experience
- Knowledge of IT and cyber security
- Fluency in French (written and spoken)
- 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

We offer highly competitive salaries that reflect your skills and experience. In addition, we provide a range of fantastic benefits, including those listed below. Details of the full range of benefits will be provided separately.



Professional Membership and Training Funds



Holiday Buy/Sell Scheme



Wellbeing Resources



Working Abroad Scheme



Remote/Hybrid Working

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 1000 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.

[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.

[APPLY TODAY](#)

