

JOB DESCRIPTION

DATA PROTECTION SUPPORT OFFICER



Job title	Data Protection Support Officer
Reporting to	Pod Leader
Job location	Onsite with clients/from home
Employment status	Permanent, full-time (37.5 hours per week)

CANDIDATE PROFILE

We're seeking a Data Protection Support Officer (DPSO) to support our continued growth. The role requires excellent communication and organisational skills, with exceptional attention to detail, and the ability to prioritise tasks and work in a structured manner.

As a DPSO, you will manage a portfolio of clients, balancing their needs diplomatically while upholding confidentiality and professionalism. You will ensure responses to Data Subject Access Requests (DSARs) and other enquiries via the advice line are timely, accurate, and thorough, meeting clients' needs and ensuring compliance with applicable legislation.

Your responsibilities will also include supporting School Audits, Records of Processing Activities (RoPAs), Data Protection Impact Assessments (DPIAs), and related tasks. Each project will be guided by an experienced Data Protection Officer (DPO), offering valuable learning and development opportunities to enhance your expertise in the field.

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.

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

- Supporting the full life cycle of DSAR requests
- Inform and advise organisations of their obligations
- Ensure all assigned DSARs 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 on completed DSARs
- Keep up to date with changes in data protection law and regulation
- 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

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

- Knowledge and experience of fulfilling DSAR requests
- Ideally, a data protection qualification 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
- Capable of dealing with complex issues using problem-solving skills
- Highly responsive with a can-do attitude and flexible working style
- Proven ability to deliver at pace and manage a quality service
- Open-minded and forward-thinking, with a willingness to embrace emerging technologies



Required skills

- A solid knowledge of the UK GDPR and Data Protection Act 2018
- Extensive experience dealing with the full lifecycle of SAR requests
- An ability to think logically and strategically
- Attention to detail and analytical skills
- Sufficient commercial awareness to understand, manage and navigate client expectations
- Project management skills to successfully manage and prioritise multiple DSARs
- Excellent communicator with the ability to deliver a clear message to a variety of audiences
- Ability to excel under pressure when working to tight deadlines











Advantageous skills

- Knowledge of video editing and document redaction tools
- Written and spoken EU language skills
- Sector specific knowledge e.g. FOI, DSPT, FSA etc
- 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.

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|  A yellow icon of a wallet with two plus signs above it, indicating a salary benefit. | £30,000+ per annum, depending on experience |  A yellow icon of a piggy bank with a calendar and a coin, representing a holiday buy/sell scheme. | Holiday Buy/Sell Scheme |
|  A yellow icon of a hand holding a group of people, symbolizing wellbeing resources. | Wellbeing Resources |  A yellow icon of a globe, representing a working abroad scheme. | Working Abroad Scheme |
|  A yellow icon of a house with a laptop, symbolizing remote or hybrid working. | Remote/Hybrid Working |  A yellow icon of a baby bottle and a ribbon, representing maternity and paternity leave. | Maternity and Paternity Leave & Pay |
|  A yellow icon of a car with a plug, representing an electric vehicle scheme. | Electric Vehicle Scheme |  A yellow icon of a calendar with a checkmark, representing a bank holiday swap scheme. | Bank Holiday Swap Scheme |

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](#)

