

# JOB DESCRIPTION

## DATA PROTECTION OFFICER



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|--------------------------|---|
| <b>Job title</b>         | Data Protection Officer   |
| <b>Reporting to</b>      | Pod Leader  |
| <b>Job location</b>      | Remote with occasional travel for client meetings (Poland)                  |
| <b>Employment status</b> | Permanent, Full-Time (40 hours per week)<br>Contract via Employer of Record |

### CANDIDATE PROFILE

We're seeking experienced Data Protection Officers to support our continued growth. 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 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.

Our services combine remote work with occasional on-site client visits. While we aim to assign clients near to each successful candidate's home, flexibility for travel and occasional overnight stays is essential to meet client and business needs and is a core requirement of the role. All travel expenses will be covered or reimbursed.

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

- 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
- Creation of all required data protection documentation and assets such as, DPIAs, Privacy Notices and RoPAs
- 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 / Subject matter (or sector) leader > Senior Management



## SKILLS AND EXPERIENCE



### Education and experience

- Previous roles as a Data Protection Officer
- Ideally, a degree or high-level qualification in relevant field
- One or more data protection qualifications such as EU-GDPR-P, CIPP/E etc
- Ideally, experience across three or more industry sectors or extensive experience in healthcare, financial services or multi-nationals
- Experience within a consulting or multi-client environment



### 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

- A solid knowledge of the GDPR (EU and UK), country-specific data protection laws across Europe, UK Data Protection Act 2018, and the UK Data (Use and Access) Act 2025
- 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



### 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, NIS2
- Knowledge of other worldwide data protection 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



Medical insurance



Wellbeing Resources



Working Abroad Scheme



Remote/Hybrid Working



Maternity and Paternity Leave & Pay



Bank Holiday Swap Scheme



Flexible working hours upon request

## ABOUT US

The DPO Centre group, operating as part of Axiom GRC, 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](http://www.dpocentre.com)

## EMPLOYER RECORD

We work with a global employer of record allowing us to recruit wherever you are residing; additional information will be provided during the recruitment stages.

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



See our Candidate Recruitment Privacy Policy for full details of our data collection for vacancy applications.

[RECRUITMENT CANDIDATE PRIVACY NOTICE](#)

