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**Job Description**

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| **Job title:** | **Data Protection Officer** |
| **Department/School:** | **Department of Risk, Resilience and Compliance** |
| **Grade:** | **8** |
| **Location:** | **Bath** *(noting that there will be a need to make occasional visits to the University’s research, and other, facilities in Bristol, Swindon and elsewhere)* |

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| **Job purpose** |
| The main focus of this role is to ensure the University’s compliance with relevant data protection legislation and regulations, and to provide advice and guidance on all matters relating to data protection. The Data Protection Officer will evaluate and address risk relating to privacy and data protection across the organisation and work collaboratively with colleagues, particularly those working on data governance, information security and Freedom of Information, to embed risk mitigation in our policies and procedures. The Data Protection Officer will also lead investigations into potential or actual data breaches, serving as the key contact with the ICO. |

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| **Source and nature of management provided**  |
| The Data Protection Officer will report to the Chief Compliance Officer. When working on independent projects, the DPO will be expected to use their own judgement regarding the referral of issues that may carry with them the risk of financial or reputational damage to the University. |

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| **Staff management responsibility** |
| Not applicable |

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| **Main duties and responsibilities**  |
| * Fulfil the role of the University’s designated Data Protection Officer.
* Keep the University informed and advised about data protection legislation and regulations
* Assure compliance with data protection and privacy legislation and regulations, maintaining a record of processing
* Act as the contact point with the Information Commissioner’s Office or other supervisory authorities
* Act as a contact point for data subjects on issues relating to processing, responding within deadlines to subject access, data deletion and third party requests for data.
* Manage procedures for the undertaking of Data Protection Impact Assessments ensuring that responsibilities, documentation, monitoring and record keeping are in place to meet compliance requirements.
* Undertake Data Protection Impact Assessments as appropriate
* Represent the University on sector networks with others responsible for data protection and information compliance.
* Develop and implement procedures to facilitate and ensure compliance with data protection law and regulation.
* Work with University IT to ensure personal data protection is considered ‘by-design and default’ in new data processing systems
* Work with the Chief Data Officer to support the development of data strategy, policy and practice
* Work with the Chief Information Security Officer to enhance data security policy and practice.
* Work with the Data Governance Manager to raise awareness of roles and responsibilities and enhance data retention policy and practice.
* Provide advice in relation to complaints and appeals by data subjects, including areas where data protection and privacy have a bearing.
* Deliver a training and awareness programme to foster and maintain high standards of data protection and privacy.
* Develop a monitoring and assurance framework for data protection, including the collection, recording and reporting of appropriate performance measures.
* Work proactively with academic departments and professional services to provide effective advice and guidance to colleagues on the steps to be taken to identify and address areas of data protection risk and comply with data protection legislation.
* Engage with colleagues to resolve data protection issues and prevent data incidents.
* Lead the investigation and response to data protection related incidents, including data breaches, ensuring external bodies are notified as appropriate
* Lead the University’s response to any regulatory investigation or request for information
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| From time to time the Data Protection Officer will be required to undertake other duties of a similar nature as reasonably required by the Chief Compliance Officer.  |

**![logo-uob-resize[1]]()**

**Person Specification**

| **Criteria** | **Essential** | **Desirable** | **Assessed by** |
| --- | --- | --- | --- |
|   |   |   | A/F | I/T | R |
| **Qualifications** |  |  |  |  |  |
| 1. Educated to at least degree level or equivalent (postgraduate qualification desirable)
 | √ |  | √ |  |  |
| 1. Accredited or equivalent professional qualification in Data Protection, such as CIPP/e or CIPM
 | √ |  | √ |  |  |
| 1. Information security qualification such as CISM or CISA
 |  | √ | √ |  |  |
| **Experience/Knowledge** |  |  |  |  |  |
| 1. Experience of Data Protection compliance operating at a senior level within a large/complex organisation
 | √ |  | √ | √ | √ |
| 1. Experience of leading Incident Management responses in relation to data protection
 | √ |  | √ | √ |  |
| 1. Knowledge of current UK data protection legislation and regulations, including the impact of this on the UK Higher Education sector.
 | √ |  | √ | √ |  |
| 1. Understanding of systems and processes involved in gathering, storing, transferring and collecting data.
 | √ |  | √ | √ | √ |
| 1. Experience of delivering training/awareness raising campaigns
 | √ |  | √ | √ |  |
| 1. Experience of taking responsibility for the delivery of outcomes and ownership of projects.
 |  | √ | √ | √ | √ |
| **Skills** |  |  |  |  |  |
| 1. Excellent oral, interpersonal and written communication skills, including ability to engage effectively with colleagues across a wide range of seniority
 | √ |  |  | √ | √ |
| 1. Proven ability to build strong working relationships/networks
 | √ |  | √ | √ |  |
| 1. Strong project management and organisational skills
 | √ |  | √ | √ |  |
| 1. Strong motivational and influencing skills necessary for achieving results through collaboration
 | √ |  | √ | √ |  |
| **Attributes** |  |  |  |  |  |
| 1. Ability to plan and manage own workload
 |  | √ | √ | √ | √ |
| 1. Independent thinker and creative problem-solver
 | √ |  |  | √ |  |
| 1. Enthusiastic with a positive approach to new challenges
 | √ |  |  | √ |  |
| 1. Willingness to acquire new knowledge and skills
 | √ |  |  | √ |  |
| 1. Ability to present a professional image of DRRC at all times
 | √ |  |  | √ |  |
| 1. Ability to be flexible and deal with unexpected occurrences
 |  | √ |  | √ |  |
| 1. Diligent, with strong attention to detail and committed to delivering high quality outputs
 | √ |  |  |  √ |  |
|  |  |  |  |  |  |

Code: A/F – Application form, I/T – Interview/Test, R – References