

<b>Job title:</b>	Data Protection Support Officer		
<b>Salary:</b>	Up to SK 10 (£25,611 per annum)	<b>Contract:</b>	Permanent
<b>Hours:</b>	Working hours will be 37 per week. Week by week arrangements will be in accordance with business requirements and by agreement with your line manager, subject to your right not to work more than 48 hours per week unless by agreement		
<b>Location:</b>	Council Offices, St Peter's Hill, Grantham, Lincolnshire, NG31 6PZ	<b>Political restriction:</b>	This job is not politically restricted

## 1 Overall purpose

The overall purpose of the role is to assist, support and carry out the actions required by the responsible officer acting as the Data Protection Officer appointed in accordance with the Data Protection Act 2018, to oversee compliance with data protection legislation and to supervise and administer the Council's and its related companies' responsibilities relating to freedom of information and environmental information legislation.

The post holder will liaise and work with all Officers and Members of the Council to provide advice and guidance to ensure the provisions of relevant data protection, freedom of information and environmental information legislation are implemented and to ensure compliance with the relevant legislation.

## 2 Responsibilities and outcomes

- Establishing, implementing and supporting maintenance of the Council's Data Protection Policy, Data Retention Policy, Freedom of Information policy and all related procedures to ensure all are relevant, up to date and compliant with relevant legislation.
- Ensuring and monitoring compliance of all Officers and Members of the Council and data processors or controllers acting on behalf of the Council with relevant data protection and freedom of information legislation and policies by providing advice and guidance on all related matters.
- Maintaining a register of and have responsibility for monitoring all processing of personal data and information sharing both internally and with external parties to identify risks and opportunities.
- Co-ordinating the development and maintenance of an information asset register and to ensure that information asset "owners" are aware of and act on their responsibilities as custodians of defined information assets.
- Providing advice on the carrying out of data protection impact assessments and monitoring compliance with the legislative provisions relating to impact assessments.
- Assist the Data Protection Officer as the contact point for the Information Commissioner on issues relating to processing personal data.
- Optimisation of policies, systems and processes to meet data protection and freedom of information legislation and to introduce measures which will reduce the likelihood or impact of any potential sanctions as a result of action taken by the Information Commissioner.
- To be the Council's main point of contact for all data protection enquiries and issues relating to requests for information.
- Organisation of appropriate staff training and briefings on data protection and information management matters, working with HR on development objectives to include in staff development plans
- To coordinate the responses to data owner requests and information requests.

- Attend and present to relevant Officer and Member working groups and committees as required.

### **3 General role expectations**

- Champion innovation, service quality and continuous improvement in the protection of personal data in a commercial environment.
- Challenge existing practice and behaviour and identify new and better ways of working.
- To take responsibility for own personal development.
- Embrace and promote the Council's priorities.
- Adopt and lead by example as a role model of the values and behaviours of Council as set out in the Corporate Strategy.

### **4 Contacts and relationships**

This role requires the successful development of relationships across the organisations service areas as well as with external stakeholders to the Council (Suppliers, partners etc).

Working within the Legal and Democratic Services, the post holder will be supported by Legal officers and will have the cooperation of all Managers across the Council. The security of data held electronically will be the responsibility of the Head of IT.

The post holder will report to the Data Protection Officer.

This role involves communicating at a senior level in the organisation in order to establish, maintain and enhance the protection of data and how the organisation embraces data privacy and information management requirements

### **5 Flexibility**

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

### **8 Authority to work in the UK**

You must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency.

Key Criteria	Job Requirements	Essential or desirable
<b>Knowledge/ Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate complex information coherently to stakeholders at all levels</li> <li>• Experience of applying data protection and privacy legislation and information management policies in a Local Authority environment</li> <li>• Ability to understand technical concepts and terminology sufficiently and be able to converse confidently with technical professionals</li> <li>• Appropriate level of knowledge of current data protection legislation including an in depth understanding of the GDPR</li> <li>• Appropriate level of knowledge of current FOI Legislation</li> <li>• Accomplished analytical, problem solving and change management skills</li> <li>• Ability to deal with confidential information with a high level of discretion</li> <li>• Integrity and a high standard of professional ethics</li> <li>• A good knowledge of working with MS Office tools</li> </ul>	<p style="text-align: center;">E</p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to HNC level or equivalent</li> <li>• GDPR Practitioner Qualification or willingness to acquire such a qualification.</li> <li>• Driving licence and access to own vehicle or able to make suitable alternative arrangements</li> </ul>	<p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of performing as a DPO or a demonstrable sound understanding of current data protection legislation and its implementation and application to all services of the Council.</li> <li>• Experience or understanding of working in a local government environment.</li> <li>• Experience of implementing policies and procedures.</li> </ul>	<p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Accountable and willing to take responsibility for own actions</li> <li>• A flexible approach in terms of place and cross-organisation working</li> <li>• Able to work fairly and ensure policies are applied consistently</li> <li>• A collaborative approach to working with colleagues, external organisations and partners</li> <li>• Contribute ideas and learning to support the Council as a learning organisation</li> </ul>	<p style="text-align: center;">E</p>