



JOB DESCRIPTION

Job Title:	Data Protection Officer (Statutory Post)	Job Number: (Official use ONLY)	
Department / Service:	Legal Services	Main location: (i.e. where primarily based)	Council Offices Farnborough with opportunity to work from home
Hours of Work:	Full Time	Post Restrictions: (e.g. politically restricted and/or sensitive)	Yes
Grade & Salary Band: (where appropriate)	Grade 6 £50,000 to £52,000 subject to JE	Regulated Activity: (i.e. DBS check required)	No

Job Purpose: (i.e. Context & summary of why the role exists)	<p>A statutory and independent post as required under the UK General Data Protection Regulations (ukGDPR) and the Data Protection Act 2018 (DPA), to fulfil the authority's legal obligations. The authority is the Data Controller as defined by legislation.</p> <p>The Data Protection Officer (DPO) is the Council's lead officer, closely involved in and providing effective oversight of all Council wide personal data processing activities and has a key role in fostering a data protection culture across the Council. To provide support and expertise to the Head of Legal Services throughout the Local Government Reorganisation project.</p> <p>To maintain performance in the council's responses to FOIA requests.</p>
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Generic Accountabilities

1	Ensure the delivery of excellent and efficient services within agreed budgets that aim to exceed customer expectations.
2	Lead and manage staff in the areas of responsibility through the implementation of effective and regular performance management. Develop an effective, resilient team and ensure a positive team culture aligned to the Council's corporate values.
3	Promote continuous improvement in data protection and information governance. This includes reviewing effectiveness of existing working methods and devise, in conjunction with relevant colleagues, creative approaches to service development.
4	Contribute to financial sustainability by identifying and developing options for income generation, savings, service changes and efficiencies.
5	Actively participate in corporate or cross-service projects and initiatives. To champion good governance and encourage collaborative working across the council.
6	Establish and develop trusted working relationships with colleagues, Members, and stakeholders.

Specific Accountabilities

1	Act as the council's legally designated Data Protection Officer (DPO) as required by UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).
2	To lead the organisation in data protection best practice. Provide corporate leadership on Information Governance working with the Information Governance Officer ensuring regulatory compliance and continuous improvement on all matters linked to information governance.
3	Provide specialist advice, support and training to all stakeholders, including all employees and members (as separate data controllers) across the organisation. To include interpretation of data protection legislation, horizon scanning and monitoring developments in the law, national guidance and practices relating to data protection, privacy, information governance and information requests
4	Develop, review and implement appropriate policies and procedures in relation to Information Governance and Records Management
6.	To be the main point of contact for all internal and external enquiries and complaints relating to Data Protection and Information Governance matters, to include the role of designated contact for the Information Commissioner's Office (ICO).
7.	Line management support to the Information Governance Officer and support officers, providing motivation, advice and guidance, monitoring performance, provide coaching and feedback, and other related line management responsibilities
8.	To develop the project plan for, and implement the same, data transfer under Local Government Reorganization.
9.	Monitor and advise on the undertaking and completion of data protection impact assessments when new or alternative processing is proposed.
10.	Managing the rollout of the Council's data protection training programmes.
11.	To maintain performance in respect of FOIA requests.
12.	Such other responsibilities as the Head of Legal Services allocates.

Other Accountabilities

1	Actively promote and role model the council's values.
2	Ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures, and current legislation, including that covering data protection, health and safety, safeguarding children and vulnerable adults, and equalities.
3	Take reasonable care of own health and safety, and that of other persons who may be affected by acts or omissions at work.
4	Safeguard and promote the welfare of children and vulnerable adults and ensure all staff understand and work within the Safeguarding policies of the council.
5	Undertake any other duties that are commensurate with the requirements of the post.

Staff Reports & Responsibilities

Reports	Title(s) or staff number	Grade	Level of mentoring, supervision and/or responsibilities
Responsible to	Head of Legal Services and Monitoring Officer		
Responsible for	Information Governance Officer and support officer		Direct line management

PERSON SPECIFICATION

Education, Training and Qualifications	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Educated to Degree level in a relevant area e.g. law, information governance or relevant extensive practical experience	E	
Industry recognised qualification in Data Protection at Practitioner Level	D	
Knowledge and Experience	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
A subject matter expert in the Data Protection field with an in-depth knowledge and understanding of all relevant legislation and its operational implementation	E	A
Experience of working within local government or other public sector organization	E	A
Experience in developing, reviewing, delivering, managing and recommending improvements in policies, procedures, controls, monitoring systems and performance to support effective information governance and data protection	E	A/I
Experience and extensive knowledge of: Data Privacy Impact Assessments, development and review of Information Sharing Agreements; information risk and records management	E	A/I
Understanding of local government, structures, processes, and key challenges	D	I
Experience of managing staff and performance	E	A/I
Experience of dealing with the investigation of data breaches or incidents and the recommendation and implementation of mitigating risk factors	E	A/I

Skills, Abilities and Behaviours		
	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Excellent interpersonal, communication and listening skills, to provide advice and discuss complex legal issues in a clear and concise manner either verbally or written	E	I
Excellent team worker with the ability to support others in the delivery of team and organisational success.	E	I
In an hybrid working environment ability to lead, coach, motivate and develop staff in an emotionally intelligent way	E	A/I

Able to build effective relationships within and outside of the organisation, to negotiate with, advise and influence senior officers and stakeholders on all aspects of data protection legislation, policy issues and organisation objectives	E	I
Can deliver results under pressure, adhere to deadlines, and manage conflicting priorities with a creative approach to problem solving	E	A/I
Ability to quickly establish strong positive working relationships across the organisation at all levels, including elected members	E	A/I
High level of political awareness and sensitivity, able to provide appropriate impartial advice to Members	E	I
Flexible, resilient, and open to feedback with ability to work collaboratively, promoting involvement, engagement and ownership within the team and wider colleagues	E	I
Strategic and analytical skills with the ability to manage multiple complex projects and a diverse workload, meeting objectives on time and to a high standard	E	A/I