

PERSON SPECIFICATION

POST TITLE: Data Protection Lead

DIVISION/UNIT: HR, IT and Business Support / HR Section

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	1. Significant experience of providing advice and guidance on data protection matters. 2. Experience of interpreting and applying UK GDPR and Data Protection Act 2018 requirements. 3. Experience of developing, implementing and reviewing policies, procedures and guidance. 4. Experience of investigating, managing and reporting data breaches. 5. Experience of supporting or reviewing Data Protection Impact Assessments (DPIAs). 6. Experience of managing Subject Access Requests. 7. Experience of delivering training, awareness sessions and guidance to employees and managers. 8. Experience of maintaining compliance records, including Records of Processing Activities (ROPAs). 9. Experience of preparing reports, presenting information and making recommendations to senior management.	1. Experience working within the public sector or a local government environment. 2. Experience of liaising with regulatory bodies such as the Information Commissioner's Office (ICO). 3. Experience of using Microsoft Purview or equivalent information governance and eDiscovery tools. 4. Experience of contract review relating to data processing and data sharing arrangements.	Application Form References Interview

	10. Experience of conducting audits, reviews and risk assessments.		
Skills/Abilities	1. Robust understanding of data protection principles, legislation and best practice. 2. Ability to analyse complex information and provide practical, risk-based advice. 3. Good investigative and problem-solving skills. 4. Excellent written communication skills, including report writing and policy drafting. 5. Excellent verbal communication and presentation skills. 6. Ability to plan, prioritise and manage a busy workload to meet deadlines. 7. Ability to maintain confidentiality and handle sensitive information appropriately. 8. Strong organisational and record-keeping skills. 9. High level of IT literacy, including Microsoft Office applications.	1. Ability to design and deliver engaging learning and development programmes. 2. Knowledge of information security principles and cyber security best practice.	Application Form References Interview
Education & Qualifications	1. Degree level qualification or equivalent relevant experience in Data Protection, Information Governance, Law, HR, Business Administration or a related discipline. 2. Recognised Data Protection qualification (e.g. IAPP CIPP/E, CIPM, BCS Practitioner Certificate in Data Protection, PDP Practitioner Certificate).		Application Form Interview

Personal Qualities	1. Ability to cope with the demands of the post and attend on a regular basis 2. Integrity, professionalism and sound judgement. 3. Commitment to maintaining confidentiality and high ethical standards. 4. Proactive approach to identifying risks and opportunities for improvement. 5. Resilient and able to work effectively under pressure. 6. Collaborative and able to develop positive working relationships with a wide range of stakeholders.		Interview References
Additional Job Related Requirements	1. Category B Driving Licence or equivalent entitlement to drive in Great Britain and access to a motor vehicle, or otherwise able to meet the requirement to travel efficiently to other locations.		Application Form Post Interview Check