



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Data Protection Specialist

Grade:

Reports to: Deputy Data Protection Officer

Responsible for: n/a

Directorate and Service area: Legal and Democratic – Information Governance Team

Purpose of the job

- To assist with the development and implementation of the Information Governance Strategic Framework across the organisation
- To provide specialist advice and support to all directorates across the authority in relation to Information Governance matters, including advice and interpretation of legislation relevant to Information Governance and Information Management
- To ensure the organisation complies with its obligations under Information Legislation (Data Protection Act 2018 and UK GDPR), as well as adhering to internal and national standards, and also follows good practice in relation to information governance.

Principal responsibilities

1. Assist and support the Data Protection Officer (DPO) and the Deputy DPO to ensure compliance across the organisation with the UK General Data Protection Regulations and other data protection legislation.

2. Keep up to date with changes in relevant legislation and best practice.
3. Provide reporting and supporting service in relation to Data Breaches, delivering advice and support regarding technical or organisational changes to minimise immediate risks and mitigate future breaches and to assist in avoiding financial penalties.
4. Assist with the development, review and implementation of policies and procedures in relation to Information Governance and Records Management.
5. Contribute towards the completion of the Data Protection Security Toolkit to ensure the organisation reaches the required security levels to allow access to patient data.
6. Assist the DPO and the Deputy DPO with the development and implementation of the Information Governance Strategy and Framework to support the organisation in meeting its Information Governance obligations and ambitions, to include: data flow maps, the organisation's Information Asset Register and Record of Processing Activities, and data audits.
7. Handle and/or assist in handling complex complaints received directly from a complainant or via the Information Commissioner's Office (ICO), conduct robust and thorough investigations and provide comprehensive responses.
8. Provide high quality information governance advice across the organisation, including but not limited to:
 - Advising staff, contractors and elected members on data handling and data processing in line with the principles laid down by UK GDPR and the Data Protection Act 2018
 - Advice and support to directorates in drawing up data sharing agreements and/or external contracts or legal agreements with third parties
 - Advice and support to directorates in the completion of Data Privacy Impact Assessments, considering risk implications and mitigation
9. Provide specialist information governance advice and support to projects undertaken across the organisation alongside the Project and Transformation Team.

10. Assist the Data Requests Team as and when required, in particular with Subject Access Requests, ensuring statutory timeframes and obligations are met

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ul style="list-style-type: none">• Educated to A Level standard (or equivalent) or extensive practical experience in a relevant discipline	<ul style="list-style-type: none">• A recognised professional qualification in Data Protection, Information Management, Information Security or Records Management (or a willingness to achieve such a qualification)

Attributes	Essential criteria	Desirable criteria
Experience and Knowledge	<ul style="list-style-type: none"> • Excellent subject matter knowledge and understanding of UK information, data protection, records management legislation and good practice • Experience of developing, reviewing, delivering, managing and recommending improvements in policies and procedures, controls, monitoring systems and performance to support effective information governance and data protection • Experience of Data Privacy Impact Assessments, developing Information Sharing Agreements, supporting the effective management of records and managing information risk • Experience of investigating and reviewing Information Governance incidents, breaches and issues and recommending measures to reduce repeat incidents • Recent experience of working in a similar role in a complex organisation 	<ul style="list-style-type: none"> • Recent experience of working within the public sector (eg. other Councils, the NHS etc)
Ability and Skills	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills; verbal, written/presentation and listening. Ability to present information in an accessible format • Ability to build effective relationships within and outside of the organisation, to advise senior managers and staff on information legislation, policy issues agreeing objectives and delivery targets 	

Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> • Excellent organisational skills with the ability to manage multiple tasks and projects, and to prioritise workloads with tight and conflicting deadlines with minimum supervision • The ability to use business systems and IT efficiently and effectively • The ability to be flexible and work under a high degree of pressure, including meeting unpredictable deadlines and dealing with conflicting demands 	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	<p>Good team worker with the ability to work as part of a team and to support others in the delivery of team success.</p> <p>Ability to make decisions independently.</p> <p>Ability to maintain high levels of performance under challenging conditions.</p>	