



**North  
Northamptonshire  
Council**

## **Job Description and Person Specification**

### **Job details**

**Job title:** Data Protection Officer (Statutory Post)

**Grade:**

**Reports to:** Director of Customer & Governance / Monitoring Officer

**Responsible for:** Deputy Data Protection Officer and Information Requests Manager

**Directorate and Service area:** Customer & Governance (Legal) – Information Governance Team

### **Purpose of the job**

- This is 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.
- To develop and implement the Information Governance Framework across the organisation
- Provide line management support to the Deputy Data Protection Officer and the Information Requests Manager
- To be responsible for the interpretation of data protection legislation, provide specialist advice and training to all staff across the organisation in relation
- To monitor and be responsible for the organisation's compliance with its obligations under Information Legislation (ukGDPR and DPA)

### **Principal responsibilities**

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/all directorates in data protection best practice
3. Provide specialist advice, support and training to all directorates, including all employees, contractors 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. To lead in and be responsible for the development and implementation of the Information Governance Strategic Framework, working at an operational level with both internal and external stakeholders and partner organisations, setting a clear strategic vision and direction for the whole organisation
5. The overall responsible officer for the monitoring of the organisation's data protection compliance
6. Develop, review and implement appropriate policies and procedures in relation to Information Governance and Records Management;
7. Take responsibility for supporting the organisation for the collection of information in order to submit the required responses for NHS Digital Data Security and Protection Toolkit (DSPT)
8. 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).
9. To represent the authority both internally and externally in partnership forums, for example - Information Management Board; Northants Data Governance Committee; Integrated Care Board and assist in the delivery of the Northamptonshire Care Record
10. Work in close partnership with the Corporate Leadership Team (CLT) and the Corporate Leadership Network, to keep them informed and up to date with any legislation changes, and aware of any organisational risks. In particular the DPO will need to maintain close working links with the Senior Information Risk Owner (SIRO), the Chief Information Officer, ICT Managers, the Cyber Security Officer and the Caldecott Guardian to ensure best practice in relation to Information Governance and Data Protection and that security standards are maintained

11. Lead the Data Protection Team to ensure the organisation, all directorates, project teams, staff and elected members are provided with high quality information governance advice and support, including but not limited to:
  - Advice on data handling/processing in line with the principles laid down by ukGDPR and DPA
  - Advice and support in drawing up data sharing agreements and external third-party contracts
  - Advice and support in the completion of Data Privacy Impact Assessments, considering risk implications and mitigation
  - Dealing with data breaches/incidents, to minimise immediate risks and mitigate future breaches. The DPO will act as the escalation point for any and all breach review processes and liaise with the ICO in relation to serious data breaches or cyber attacks
12. Responsible for the management and delivery of the authority's obligations as required under Article 30 of ukGDPR ie. it's processing activities and information assets
13. Work with all areas of the council to identify opportunities to improve information management and efficiency through change management, Business Process Re-engineering and service transformation
14. As a subject matter expert, support the Information Requests Manager on issues around Freedom of Information Act, Environmental Information Regulations and Local Government Transparency Code enquiries and reviews
15. Line management support to the Deputy Data Protection Officer and the Information Requests Manager, providing motivation, advice and guidance, monitoring performance, provide coaching and feedback, and other related line management responsibilities
16. Overall budgetary responsibility for the Information Governance Team
17. Lead the organisation in interpreting and embedding confidentiality of customer and employee data

## 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"><li>• Educated to a higher level in a relevant area eg. law, information governance (degree level qualification or equivalent) or relevant extensive practical experience</li><li>• Industry recognised qualification in Data Protection at Practitioner Level</li></ul>	<ul style="list-style-type: none"><li>• Evidence of commitment to personal development activity or perpetual learning</li></ul>

Attributes	Essential criteria	Desirable criteria
Experience and Knowledge	<ul style="list-style-type: none"> <li>• A minimum of five years' experience in a similar DPO role in a large, complex organisation</li> <li>• A subject matter expert in the Data Protection field with an in-depth knowledge and understanding of all relevant legislation and its operational implementation</li> <li>• 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</li> <li>• Experience and extensive knowledge of: Data Privacy Impact Assessments, development and review of Information Sharing Agreements; information risk and records management</li> <li>• Experience of dealing with the investigation of data breaches or incidents and the recommendation and implementation of mitigating risk factors</li> <li>• Experience of working within local government and NHS organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of line management responsibilities</li> <li>• Experience of budget management, monitoring the use of available financial, physical and human resource</li> </ul>
Ability and Skills	<ul style="list-style-type: none"> <li>• Excellent interpersonal, communication and listening skills, to provide advice and discuss complex legal issues in a clear and concise manner either verbally or written</li> <li>• Able to build effective relationships within and outside of the organisation, to negotiate with,</li> </ul>	

Attributes	Essential criteria	Desirable criteria
	<p>advise and influence senior officers and stakeholders on all aspects of data protection legislation, policy issues and organisation objectives</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Able to use business systems and IT efficiently and effectively</li> <li>• The ability to be flexible and work under a high degree of pressure, able to meet unpredictable deadlines and deal with conflicting demands</li> <li>• Able to motivate and mentor others whilst maintaining a positive can do-will do attitude</li> <li>• Able to work at pace</li> </ul>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Decisions made by the Data Protection Officer will impact the whole council, any decisions will have an impact in mitigating direct action from the regulator (ICO) and in reducing the likelihood of breaches and data incidents across the organisation.	

<b>Attributes</b>	<b>Essential criteria</b>	<b>Desirable criteria</b>
	<p>May be required to work flexibly and at different locations within the Council area where required.</p> <p>Excellent team worker with the ability to support others in the delivery of team and organisational success.</p>	