University of Northampton

Data Protection and Information Governance Officer

Job Description

Job Title: Data Protection and Information Governance Officer
Grade: 6
Responsible to: Data Protection and Information Governance Manager

Overall Purpose

To be an integral part of the University's data protection and information governance team, supporting its manager on data protection, freedom of information, legal compliance, information governance and records management. To assist in the development and implementation of policies, procedures and guidance in these areas.

Principal Duties and Responsibilities

- To support and assist the Data Protection and Information Governance Manager in their work as the University's Data Protection Officer
- Working under the direction of the Manager, to provide data protection advice, guidance and training to staff across the University
- To develop and apply a detailed knowledge of the University's data protection and information governance procedures. To assist in reviewing and developing these procedures
- To manage the team's email inbox, ensuring that queries are addressed appropriately and in a timely manner
- To ensure that the team's records are up to date
- To manage Freedom of Information requests and information rights requests, including Subject Access Requests promptly, sensitively and in a manner compliant with the University's legal obligations
- To assist the Data Protection Officer as required with internal reviews, liaison with the Information Commissioner's Office and responses to data breaches
- To support the drafting and review of documents relevant to the work of the team, including sharing agreements, impact assessments, privacy notices, consent statements and similar texts
- To work with the Manager on the creation, maintenance and management of Information Asset Registers and Registers of Processing Activities
- To assist the Manager in the creation and presentation of guidance, training and marketing to staff about their responsibilities and about the work of the Data Protection and Information Governance team
- To produce high quality information, data and reports at the request of the Data Protection and Information Governance Manager

- To work with the Data Protection and Information Governance Manager to develop and monitor the University's records retention schedule
- To assist the Data Protection and Information Governance Manager to monitor compliance with the University's legal obligations and its data protection, information governance and records management policies and procedures
- To work on data audits as directed by the Data Protection and Information Governance Manager
- To undertake projects related to the work of the team as directed by the Data Protection and Information Governance Manager
- To represent data protection, freedom of information, information governance and records management matters on University working groups, user groups and committees as requested by the Data Protection and Information Governance Manager
- To grow and maintain a sound knowledge of data protection, freedom of information and information governance legislation and developments, working with the Data Protection and Information Governance Manager on the implications of these
- To manage personal workload and adjust priorities as required

Generic Duties and Responsibilities

- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Data Protection and Information Governance Manager
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder

Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

	Criteria	Essential / Desirable	Assessment Methods
Qualifications			
1	Undergraduate degree	Essential	Application
2	Qualification or equivalent experience in a related discipline	Desirable	Application
Skills, Knowledge and Experience			
3	Ability to grow knowledge of the legal, regulatory and University framework governing data protection, freedom of information and records management	Essential	Application Interview
4	Experience of meeting legal compliance requirements in accordance with data protection legislation	Desirable	Application
5	Experience of investigating data breaches and conducting data protection impact assessments	Desirable	Application Test
6	Experience of the production and review of documentation relevant to the post including privacy notices, data sharing agreements and data processing agreements	Desirable	Application Interview
7	Experience of responding to freedom of information and subject access requests	Essential	Application Interview Test
8	Ability to liaise calmly, professionally and effectively with a diverse group of people at all levels, both within and outside the University	Essential	Application Interview
9	Experience of developing and delivering training and guidance relevant to the post	Desirable	Application Interview
10	Experience of researching and writing policies, procedures and guidance on best practice	Desirable	Application Interview
11	Strong interpersonal skills, including diplomacy, influencing and persuading skills	Essential	Application Interview

Personal Qualities

12	Ability to adapt to organisational change	Essential	Application
13	Ability to adapt to technological advances in the workplace	Essential	Application Interview
14	Excellent verbal and written communication skills including the ability to write clearly and concisely	Essential	Application Interview Test
15	Willingness to learn including undertaking formal and informal training on the knowledge needed for the post	Essential	Application Interview
16	Able to work unsupervised, completing tasks assigned within agreed timeframes	Essential	Application Interview
17	Able to work collaboratively and as a member of a small team	Essential	Interview
18	Organised and methodical	Essential	Application Interview
19	Able to work to a specified standard, maintaining a high standard of accuracy	Essential	Interview Test
20	Integrity and professionalism, demonstrating a commitment to ethical standards, confidentiality, and the University's values of inclusivity, trust, sustainability and aspiration	Essential	Application Interview