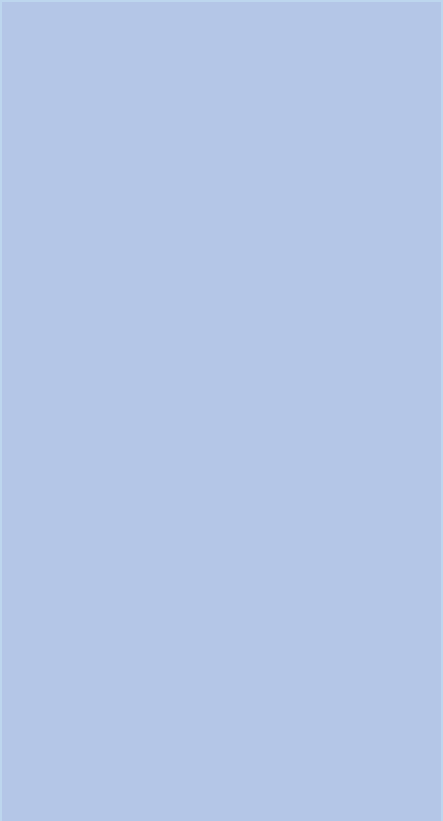




Job Title	- Data Protection Officer
Location	- Stanley Bett House, Lincoln
Hours	- 37.5 hours
Grade and Pay	- c. £42k per annum
Reports to	- Group Secretary & General Counsel
Scope and Purpose	- Oversee the Society's/Groups compliance programme for UKGDPR; this will include advising on and developing compliance metrics and standards.
Package and Benefits	<ul style="list-style-type: none">- Discretionary colleague bonus twice yearly- Pension contribution of up to 12% of salary- Colleague discount across our family of businesses
Duties and Responsibilities	<ul style="list-style-type: none">- Act as the primary point of contact within the Society for members of staff (colleagues), regulators, and any relevant public bodies on issues related to data protection.- Working with the Legal Department, ensure the Society's policy is in accordance with UKGDPR and codes of practice- Evaluate the existing data protection framework and identify areas of non or partial compliance and rectify any issues- Work with Learning & Development to devise training plans and provide data protection advice and support for all colleagues- Promote a culture of data protection compliance across the Society- Provide advice where requested for the Data Protection Impact Assessment process and monitor its performance- Work closely with the Society's Head of Group Services to ensure an appropriate level of security around personal data.- Act as a contact point for data subjects and the supervisory authority on issues relating to processing- Develop and maintain an assurance programme, including data protection policies and standards, and implementation of data protection audits to evidence compliance and accountability.- Act as a source of specialist knowledge in relation to Society wide projects and programmes of work.



- To develop and provide accurate and timely Management Information to the Society’s Audit Committee
- Oversee the maintenance of records required to demonstrate UKGDPR compliance.
- Operate as the primary contact for the ICO and lead a data incident response and data breach notification procedure.
- Lead the Society’s response to any regulatory investigation or request for information.
- Provide advice in relation to complaints and appeals by data subjects, including areas where the Data Protection Act has a bearing.
- To work as a member of the team to ensure that requests are dealt with in a timely manner and that advice is accurate and appropriate, so that Compliance is seen as an asset to the business.
- Working with the business to strengthen its compliance culture by being approachable, commercially minded, and striving to identify solutions.
- To provide demonstrable support for the Society’s strategy and organisational purpose.
- Role model the Society’s values and behaviours.

Relationships

- Build and sustain relationships with Legal, Learning & Development, Business Managers and People & Performance
- Must have credibility and gravitas in order to liaise with the Senior Leadership Team.

Qualifications and Experience

- A strategic influencer, capable of operating with credibility at board level
- Self-starter with strong leadership qualities.
- Collaborative, with a strong ability to collaborate with those who are not specialists in this area.
- Ability to build strong relationships.
- A pragmatic approach and ability to balance risk with operational benefits.
- Experience as the lead for data protection and privacy within a large organisation, as a Data Protection Officer (or deputy), Information Governance Officer, Head of Privacy and Security, for example.
- Strong working knowledge of relevant legislation and regulations
- Data Protection qualifications such as BCS/ISEB, CIPP/e or CIPM
- Ability to grow and mentor team members, especially those who are likely to deputise.
- Excellent communication skills, both written and oral.