

## Head of Data Compliance

<b>Level:</b>	Head of Service
<b>Team:</b>	Strategic Services
<b>Line Manager:</b>	Director of Strategic Services
<b>Responsible for:</b>	Information Governance Team

### About the Job

- Act as the organisation's Data Protection Officer ensuring the organisation's compliance at all times with the data protection legislation, in particular the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018, and providing consistent and accurate advice, guidance and support on all aspects of information governance.
- Ensure ongoing compliance of all core data processing activities.
- Develop and implement policies, systems and procedures to ensure compliance with data protection legislation and associated codes of practice and guidance.

### You'll be trusted to

- Inform and advise the organisation and all colleagues on their obligations to adhere to the GDPR and national data protection legislation when dealing with personal data.
- Monitor compliance with the GDPR and national data protection legislation.
- Advise and inform on data protection impact assessments (DPIA), including monitoring performance of DPIAs against the requirements of GDPR Article 35.
- Liaise and cooperate with the supervisory authority and be the point of contact on issues relating to processing of personal data, and to consult with the supervisory authority, where necessary, on any other personal data matters.
- Be involved, properly and in a timely manner, in all issues relating to the protection of personal data.
- Assess and manage the risk associated with processing operations, considering the nature, scope, context and purposes of processing.
- Be responsible for providing high quality information governance advice and interpretation working in close partnership with relevant Executive Directors, Directors, managers, colleagues at all levels and other stakeholders.
- Lead and drive the strategic development of information governance and develop, plan and monitor the organisation's information governance model, ensuring high quality information governance management practice across the organisation.
- Lead, manage and develop a highly motivated Information Governance Team, that delivers compliance with GDPR and other information governance legislation and prides itself on providing effective and timely information governance and support.

- Contribute to the development and maintenance of all data protection policies, procedures, and processes in relation to the protection of personal data.
- Advise management on the allocation of responsibilities internally to support ongoing compliance with the GDPR and national data protection legislation.
- Ensure training and awareness is available and delivered to all colleagues involved in processing operations relating to personal data.
- Regularly monitor compliance with the GDPR and data protection legislation by conducting audits of processes relating to personal data and ensuring that practice within departments complies with legislative and best practice requirements.
- Be the point of contact for data subjects about the processing of their personal data.
- Monitor compliance with the Data Protection Policy and to develop / advise on procedures for effective security.
- Advise Senior Management on the allocation of information security responsibilities and to attend meetings to provide reporting of all information governance matters.
- Develop and advise on formal procedures for reporting incidents (GDPR and information security-related) and investigations under Articles 33 and 34 of the GDPR.
- Contribute to the business continuity and disaster recovery planning process.
- Advise on and monitor the safeguarding of organisational record management (Records Retention Procedure) ensuring compliance with legislative requirements including the development and maintenance of the organisation's Information Asset Register.
- Work with information data asset owners to ascertain the extent to which personal data is collected, held and / or used and that it is properly controlled and safeguarded from loss of confidentiality, integrity, or availability from any cause.
- Ensure that records of the processing are kept as detailed in Article 30.
- Advise the controller of its obligation to issue privacy notices to data subjects at the point of collection of their personal data under Articles 13 to 15.
- Lead in investigating security and other data protection incidents, managing investigations, making subsequent recommendations, and formally reporting compliance issues, and maintaining a log of any incidents or breaches and remedial recommendations and actions.
- Draft and provide expert advice and assistance on the development of legal agreements relating to the processing of personal information to ensure data protection compliance including data sharing agreements, data processing agreements, data transfer agreements, data disclosure agreements, confidentiality agreements and internal agreements.

### **Who you'll work with:**

**Internal:** Colleagues at all levels.

**External:** Partners, suppliers and supervisory authority at all levels.

## The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A Qualification at Level 6 of the Framework for Higher Education Qualification, such as First Degree, Award, Certificate or Diploma at level 6 or equivalent in law or recognised data protection qualification	✓		AF/CQ
Expert knowledge and understanding of the General Data Protection Regulation, the Data Protection Act 2018 and other data protection legislation.	✓		AF/I
Experience of managing data protection / processing (e.g. DPIAs, processor contracts, sharing agreements)	✓		AF/I
Ability to deliver results to tight deadlines and under pressure	✓		AF/I
Understand information governance, file classification, development and implementation of disposal / retention schedules and the review of RoPA.	✓		AF/I
The ability to provide pragmatic, commercial and creative solutions	✓		AF/I
Experience of using information technology and software for management systems, monitoring, performance and Data Protection research	✓		AF/I
Strong verbal and written communication skills	✓		AF/I
Excellent Interpersonal Skills	✓		AF/I
The ability to oversee and support the fulfilment of Data Protection rights, including subject access requests	✓		AF/I
Experienced in communicating effectively and building effective working relationships with customers, both internal and external, and other stakeholders	✓		AF/I
A confident, independent and effective decision maker	✓		AF/I
Ability to remain professional when working under pressure	✓		AF/I
Leadership skills with ability to motivate, organise and plan	✓		AF/I
High standards of personal and professional integrity	✓		AF/I
Commitment to equal opportunities	✓		AF/I
Empathy with the social aims and values of the organisation	✓		AF/I

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Proven track record to achieve performance requirements and meet key strategic objectives	✓		AF/I
The post holder may be required to work outside normal office hours on occasions	✓		I
Good understanding of Information Security management and implementation		✓	AF/I
An understanding of the legislative and governance requirements relating to the management of housing organisations and communications.		✓	AF/I
Experience of developing, implementing and monitoring policies and procedures.		✓	AF/I
The post holder must hold a valid UK driving licence and use of a vehicle on demand		✓	AF/CQ

#### Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification

## Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:

