

JOB SUMMARY AND PERSON SPECIFICATION

Job Title: Data Protection Officer

Reports to: Head of Risk and Compliance

Based at: Downton

Job Purpose	Guide the organisation to ensure full compliance with the Data Protection Act 2018, General Data Protection Regulation and Privacy and Electronic Communications regulation in all areas by the provision of training, policy and procedural framework and consultancy.
Accountabilities	<ul style="list-style-type: none"> • Drive, coordinate and track all Data Protection project activities and provide updates to the Trustees, COO, CEO and Leadership team members. Be prepared to deputise for COO at relevant meetings. • Coordinate and take responsibility for the charity's group-wide data security programme driving the data protection compliance strategy and acting as the liaison with external bodies on such matters, including MOD. • Manage the process for H4H achieving appropriate accreditation for Data Protection e.g. compliance across all elements of the ICO Data Protection Self-Assessment tool, PCI DSS, elements of ISO27001 and Cyber Essentials. • Ensure all staff have received appropriate Data Protection and Information Security training. • Report to the Information Assurance Group and Risk and Audit committee every quarter on key data protection items and issues.
Main Responsibilities	<ul style="list-style-type: none"> • Provide DP support as directed by the Trustees, CEO and COO. • Liaison with stakeholders and external parties to deliver project briefs and monitor their implementation. • Review contracts with Data Processors and Partners to ensure they are robust and in line with legislative requirements • Analyse large volumes of compliance-based information quickly to create concise and clear action plans. • Gives day to day DP advice to H4H operational teams. • Act as the Charity and Trading Data Protection Officer, keeping up to date with legislation, ICO initiatives and communicating those across the Group. • Create and roll out DP and Information Security training programme. • Define and generate new policy directives to support Data Security protocol across H4H, and act as the liaison between the charity and the MoD on sharing protocols for Recovery delivery functions. • Implement Data Retention policies and ensure all areas manage personal data accordingly • Act as partner to every 'Head of' in the application and management of Data governance.



	<ul style="list-style-type: none"> • Influence and manage IT budget applicable to Data Protection, advising on investment in Information Security and Data Protection software and applications. • Review of IT applications and system processes for compliance with Data Protection and Information Security requirements.
Essential Knowledge, Skills & Experience	<ul style="list-style-type: none"> • Commercial awareness • Organisation, budgeting and corporate awareness • Presentation, written and verbal communication skills • Problem recognition and resolution • Resourceful and Considered • Listening skills • Attention to detail in all aspects of work • Leadership skills in implementing policy training across H4H and providing data protection guidance. • Detailed knowledge of the Data Protection Act, General Data Protection Regulation, PECR and related legislation • Experience in working in Data Protection projects and acting as a DPO
Key Competencies & Behaviours	<ul style="list-style-type: none"> • Strong communicator across all levels and all fields of stakeholders to H4H • Clear thinker • Resourceful and Considered • Excellent influencer and able to be inclusive • Openness • Confidence/presence • Business acumen • Drive / tenacity • Resilience • Results Focused • Demonstrates the ability to build rapport with quickly and to understand needs, wants and expectations • Displays a positive, empathetic, patient, polite and friendly manner • Manage challenging situations in a calm and appropriate manner • Displays the highest levels of integrity, confidentiality and commitment • Respond quickly to changing demands and demonstrate strong skills in prioritisation and time management • Work within a range of environments and working cultures, adapting personal style accordingly • Lead and drive work forward with minimal direction • Analyse information quickly and communicate in a concise and articulate manner • Well organised with the ability to prioritise • Demonstrates an ability to work as part of a team and be a flexible team player • Flexible re. hours of work

Model our Values. We are:

- Innovative-Collaborative-Authentic-Resourceful-Energetic