

JOB SUMMARY AND PERSON SPECIFICATION

Job Title: Legal and Data Protection Officer

Reports to: Head of Risk and Compliance

Based at: Remote, with occasional travel to Downton and other sites as required

Job Purpose	<ul style="list-style-type: none"> • 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. • Guide and support the organisation in reviewing, negotiating and approving contractual terms and conditions with suppliers, sponsors, contractors and event participants.
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 Help for Heroes 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 training. • Report to the Information Assurance Group and Risk and Audit committee every quarter on key data protection items and issues. • Be the internal subject matter expert in reviewing commercial agreements, highlighting risks, omissions and providing legal advice as required.
Main Responsibilities	<ul style="list-style-type: none"> • Provide Data Protection support as directed by the Trustees, CEO and COO. • Liaise 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. • Give day to day Data Protection advice to Help for Heroes operational teams including Trading and Marketing. • 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 Data Protection training programme.



	<ul style="list-style-type: none"> • Define and generate new policy directives to support Data Security protocol across Help for Heroes, 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. • 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 requirements. • Set up and maintain all processes for contract review and approval, including stakeholder communication, governance and file/records management. • Work collaboratively with colleagues across the Charity to ensure a consistent commercial approach is taken and interdependencies are managed effectively. • Additional duties as identified.
Essential Knowledge, Skills & Experience	<ul style="list-style-type: none"> • Certified Data Protection Officer, or equivalent. • Minimum 2 years in a DPO role. • 2+ years of experience of commercial contract writing and review. • Detailed knowledge of the Data Protection Act, General Data Protection Regulation, PECR and related legislation. • Presentation, written and verbal communication skills. • Problem recognition and resolution. • Listening skills. • Leadership skills in implementing policy training across H4H and providing data protection guidance.
Desirable Knowledge, Skills & Experience	<ul style="list-style-type: none"> • Legal qualification relevant to contract law. • Previous experience working with or within the third sector.
Key Competencies & Behaviours	<ul style="list-style-type: none"> • Strong communicator across all levels and all fields of stakeholders to Help for Heroes. • Resourceful, considered and inclusive influencer. • Business savvy, driven, confident and resilient clear thinker. • Displays innovative spirit and openness to new ways of working. • 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.

- Works 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.
- Attention to detail in all aspects of work.
- Flexible re. hours of work.

Model our Values. We are:

- Innovative-Collaborative-Authentic-Resourceful-Energetic