# PERSON SPECIFICATION

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| **JOB TITLE** | **Data Protection, Governance and Compliance Officer**  **(All year round or Term time only)** |
| **GRADE** | Grade 6, full time, all year round salary band £24,964 pa to £30,785 pa  Pro rata band for term time only plus one week (teacher training days) is £22,120 to £27,278 pa  (As the Trust grows there may be the potential for grade progression) |
| **HOURS** | 37 hrs per week (8.30 am to 4.30 pm Monday to Thursday, 8.30 am to 4.00 pm Friday) either all year round or term time only plus two weeks inclusive of 5 teacher training days |

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| **ATTRIBUTES** | **JOB REQUIREMENTS** | **Essential/**  **Desirable** | **MEASUREMENT** |
| **KNOWLEDGE AND UNDERSTANDING** | Of:   * Data protection law (the GDPR and Data Protection Act 1998) * Information security and data processing principles and best practice. * Organisational priorities and uncompromising in approach to delivery, quality of output and impact * Systems to achieve compliance within the organisations legal and regulatory obligations including governance. | E  E  E  D | A, I, R  A, I, R  A, I, R  A, I |
| **SKILLS** | * A track record of maintaining effective risk management processes to successfully oversee and mitigate organisational risk. * Effective written and verbal communication skills in order to work with, and relate to, all stakeholders of the Trust at all levels to understand and resolve questions or issues raised, and to interpret and advise on information. * Good literacy skills in order to provide the required level of support to relevant stakeholders. * Organisational and time management skills to multi-task, provide the necessary support to relevant stakeholders, and prioritise effectively on a risk basis to focus time where it is most needed. * IT skills to make efficient use of equipment in school and create accurate documentation to agreed deadlines * Ability to produce accurate minutes | E  E  E  E  E  E | A, I, R  A, I, R  A, I,  A, I,  A.I  A, I |
| **ABILITIES and QUALITIES** | To:   * Build and maintain effective working relationships at all levels of the organisations * Understand and interpret requirements accurately, by effective questioning, listening, clarification and recording of information where necessary, whilst being sensitive to people’s needs and expectations. * Deliver advice and guidance to a wide range of recipients * Lead a project and work with a team to deliver outcomes * Work individually and in a supportive team environment * Handle confidential information correctly and to act with discretion, tact and diplomacy * Be flexible, use initiative, and remain calm and focused during times of pressure * Analyse situations and information and make sound, qualified decisions * Ability to work independently and autonomously with minimal supervision * Be able to interpret and follow procedures and pay close attention to detail * Be reliable and punctual * Be resilient whilst having a good sense of humour * Drive with use of own vehicle to travel to schools within the Trust * A commitment to Trust values and ethos * Flexibility to potentially work an additional week if working term time only or ad-hoc overtime in the event of any breech of data regulation or to provide clerking support. | E  E  E  E  E  E  E  D  E  E  E  E  E  E  E  E | A, I, R  A, I, R  A, I, R  A, I, R  A, I, R  A, I, R  A, I, R  A, I, R  A, I, R  A, I, R  A, I, R  A, I, R  A,I  A, I,  A, I,  A, I  A,I |
| **EDUCATIONAL ACHIEVEMENTS** | * Background in data protection, information security, governance and/or IT desired * Educated to degree level or equivalent professional experience * Relevant data protection qualification * Evidence of continuous professional development and training | E  E  D  E | A, I  A  A  A |
| **EXPERIENCE** | Of:   * Professional experience of data protection law * Supporting organisations through inspections and/or other external scrutiny processes * Supporting and advising executive leaders on matters of governance and data protection ensuring that appropriate arrangements are in place. * Developing, implementing and reviewing effective governance arrangements. * Experience of managing data protection compliance e.g. responding to subject access requests * Using SIMS (School information Management System) | E  E  D  D  D  D | A, I, R  A, I, R  A, I, R  A, I  A, I  A,I  A |
| **SAFEGUARDING** | In addition to candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children as appropriate to the nature of the role which may include:   * Motivation to work with children and young people; * Ability to form and maintain appropriate relationships and personal boundaries with children and young people; * Emotional resilience in working with challenging behaviours; and * Attitudes to use of authority and maintaining discipline | E | I |

Postholder reports to : Finance Director (Data Protection link)

Support to : Trust’s Central Services Team

Level of supervision : Under the guidance of members of the Trust Central Services

Team

Responsible for : -

Location:Base school is Caludon Castle, albeit occasional work will be required at other school sites within the Trust.

**This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment.**