

## Our Lady of Lourdes Catholic Multi-Academy Trust

### Job Description

#### Compliance & Data Protection Manager - Maternity Cover

<b>Reporting to:</b>	Chief Executive Officer
<b>Liaising with:</b>	The Board of Directors, the Trust Executive Leadership Team (SLT), Head Teachers, other colleagues, Governors, NRCDES, parents, external agencies and suppliers
<b>Grade/Salary:</b>	S1 Point 30 to 34
<b>Hours of work:</b>	37 hours per week (additional hours may be required to meet the requirements of the role)

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#### Core Purpose:

- To act as the Data Protection Officer (DPO) for the CMAT, leading on compliance with the General Data Protection Regulations (GDPR) across the CMAT. To report to the CMAT Board (via the Audit & Risk Committee) and CEO on all GDPR matters.
- To support the CMAT's Governance and Compliance Manager in providing Governance support.
- To take action as needed and advise the CEO, CMAT Board and Executive Team in all GDPR matters relating to reviews and inspections across the CMAT and on governance matters in the designated group of CMAT schools.
- To be the CMAT's Complaints Lead, providing advice as needed and reporting directly on complaints to the CMAT Board's Audit & Risk Committee and CEO.
- To be a full member of the CMAT's Executive Team.
- To provide a comprehensive and fully confidential personal assistance service to the (D)CEO.

## **Specific areas of responsibility and key tasks:**

### ***Data Protection***

- To be the CMAT's Data Protection Officer and strategic expert on all matters relating to GDPR, working with the necessary independence to perform the role, with direct reporting to the highest level in the Trust (The Board and the CEO).
- To be the CMAT point of contact for the Information Commissioner's Office.
- Act as the point of contact for FOI, Subject Access requests and in the co-operation with the relevant Data Protection Authorities and support the Trust Governance and Compliance Manager with respect to an identified group of schools.
- Provide regular reports on GDPR compliance to the Board, its relevant committees and the Senior Executive Team.
- Maintain a thorough and up to date knowledge of all statutory requirements relating to GDPR, advising the CMAT Board, CEO and wider CMAT on any changes that are required to remain compliant and ensuring that such changes are implemented.

### ***The post holder will work in conjunction with the Trust's GDPR Link Director to ensure that the following areas of responsibility are in place:***

- Inform and advise on the General Data Protection Regulations (GDPR), data protection laws and CMAT policies relating to data protection.
- Develop and maintain data protection policies and procedures including Data Privacy Impact Assessments.
- Monitor compliance with data protection laws and Trust policies and oversee the maintenance of records required to demonstrate data protection compliance.
- To manage data breaches across the CMAT with support from the Governance & Compliance Manager.
- Manage a programme of awareness-raising and training to deliver compliance and to foster a data privacy culture across the Trust, proactively developing and delivering training/briefing sessions as needed to foster a data privacy culture across the CMAT and ensure that all employees and volunteers know their responsibilities under GDPR through robust training.
- Lead and manage an assurance and internal audit programme, supported by the Governance & Compliance Manager.

### ***Complaints***

- To be the CMAT's complaints lead and to ensure that statutory requirements are met when responding to complaints at school or CMAT level, supported by the Governance & Compliance Manager.
- Provide advice and training on handling complaints, as needed, to staff, Governors and Directors.
- Proactively develop and update training material relating to the handling of complaints as needed.

- Have overall responsibility for assembling Panel Members for Hearings as required.
- To co-ordinate the response for the CEO to any complaints received by the CMAT to minimise negative publicity and ensure that the CMAT and its schools follow a consistent process in handling complaints, supported by the Marketing and Communications Lead where appropriate.

## **Compliance**

***The Post-holder, supported by the Trust Governance and Compliance Manager, will ensure that the following areas of responsibility are in place:***

- Establishing and monitoring procedures to ensure that the Multi-Academy Trust complies with the relevant requirements of the Department of Education's Academy Funding Agreement, education legislation and regulation, Charities Act 2011, and other relevant legislation such as company law and Companies House requirements.
- Ensuring that the requirements of any compliance frameworks are fulfilled appropriately and in a timely manner.
- Managing & leading on the development of the Trust Policy Framework, ensuring that policies are updated in line with the policy schedule, statutory and legislative requirements (excluding HR and Finance) - managing any necessary consultation process and promoting and launching to staff.
- Acting as an initial point of contact between the Trust and the Department for Education as the principal regulator.
- Ensuring the Multi-Academy Trust's stationery, including electronic communications (emails, websites, etc), orders, invoices, cheques and other relevant documents include all the details required under company and charity law.

## **Governance**

***Providing governance support to the Trust Governance and Compliance Manager:***

- Act as a channel of communication and information for local governing bodies and stakeholders, where appropriate;
- Attend all meetings of the Audit & Risk Committee.
- Support the Governance & Compliance Manager in reviewing the effectiveness of an agreed group of schools.
- Take the lead in the annual LGB Skills Audit process for an agreed group of schools, including the production of a final summary report for the Trust Board.

## **Support to the Deputy CEO (DCEO)**

- To manage an electronic diary for the (D)CEO, arranging meetings, appointments, organising meetings and venues, arranging hospitality, taking minutes and undertaking follow-up action as necessary.

- To produce documentation required by the (D)CEO, working to short deadlines and ensuring that all documents are fully and accurately completed.
- To receive telephone calls on behalf of the (D)CEO:
  - Only relevant calls are transferred to the (D)CEO
  - The remaining calls are dealt with by the appropriate personnel
  - Ad hoc queries are dealt with directly.
- To open, prioritise, deal with and distribute all correspondence addressed to the (D)CEO.
- To liaise with Head Teachers and other Senior Leaders and to distribute information as required.
- To attend, facilitate and minute meetings involving the (D)CEO, including meetings of the Executive Team and meetings off-site and undertake follow-up action points as necessary.
- To prepare such papers as may be required for meetings and appointments.
- To determine and manage information retrieval on behalf of the (D)CEO.
- To attend and minute briefings led by the (D)CEO and produce bulletins, memos and occasional papers for staff as required.
- To access electronic communication, including documentation provided by the Department for Education, the NRCDES, the Charities Commission and any other relevant Government organisation, on a daily basis and to distribute this as appropriate, advising on any procedures and deadlines.
- To provide assistance and co-ordination as required in all matters relating to the (D)CEO's role.

### ***Additional Duties***

- To maintain a flexible working approach in order to accommodate day-to-day operational matters.
- To show initiative and leadership in looking ahead to anticipate challenges and opportunities.
- To maintain an understanding of the Trust's procedures and priorities, and to address all issues within the framework of these parameters and with an underpinning of the Catholic ethos of the Trust.
- To attend meetings as required.
- To take action to improve outcomes for young people and to support all academies in the Trust to be outstanding.
- To perform any task or duty under the reasonable direction of the CEO.

*The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS)*

check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

## Person Specification

<b>A Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level 5 qualification in Business and Administration Management, or equivalent experience	Y	
A minimum of 5 GCSEs (or equivalent) including a grade C in Maths and English	Y	
Certificate in Charity Law and Governance		Y
Commitment to ongoing professional development	Y	

<b>B Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in a busy admin/secretarial position at a senior level	Y	
Experience of providing dedicated secretarial/admin support to staff working at a senior level in an organisation	Y	
Experience of managing and leading a team		Y
Experience of organising meetings and writing accurate and concise minutes		Y
Experience of working in a school/educational setting.		Y

<b>C Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Good understanding of charity law		Y
Knowledge of Ofsted, DfE and academy legislation	Y	
Evidence of continuing professional development	Y	
Good understanding of General Data Protection Regulations	Y	
Evidence of providing training and development opportunities to other staff		Y
Ability to manage a varied and complex workload as well as delivering to timescale	Y	
Strong ICT skills	Y	
Excellent verbal and written communication skills	Y	
Excellent planning and organisation skills	Y	

<b>D</b> <b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to support Catholic life in schools	Y	
Able to command credibility and respect from all members of school communities	Y	
Emotional resilience	Y	
The ability to self-evaluate and reflect	Y	
The ability to adapt to changing circumstances and new ideas	Y	
Attention to detail	Y	
Integrity and commitment to good governance	Y	
Ability to be respectful and promote equality of opportunity and diversity	Y	

<b>E</b> <b>Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y	

