**JOB DESCRIPTION**

|  |
| --- |
| Data Protection and Compliance Officer (DPCO) |

|  |  |
| --- | --- |
| Department | IT/Data Protection |
| Primary Location  | CMAT Head Office, Fen Lane, Sawtry, PE28 5TQ |
| Working hours:  | 37 hours per week, 52 weeks per year |
| Salary PCCGrade 9 Points 24-28 | £28,672 to £32,234 |
| Reports to: | Director of IT  |
| Responsible for: | N/A |
| Budgetary responsibility  | Yes |
| Key Contacts: | Directorate, Senior Leadership Team, IT Department, Trust Schools, Estates and IT Committee, Finance and Premises Committee. |

|  |
| --- |
| **Job Purpose:*** Advise the Trust leaders in developing a culture of safeguarding the misuse of data.
* Ensure trust-wide compliance to GDPR and CMAT policies, procedures and practices.
 |

|  |
| --- |
| **Key Responsibilities and accountabilities:*** Keep up to date with relevant legislation, document and disseminate appropriate advice & guidance on data protection requirements
* Regularly review relevant CMAT policies and practices identifying risks and recommending improvements to ensure they are comprehensive and align with the legislative requirements
* To lead the Trust Data Committee in developing a culture of safeguarding the misuse of data and help embed effective data protection habits within all staff
* To provide periodic training for all staff, relevant to their position within the Trust, to ensure a thorough understanding of individual and collective responsibilities regarding data protection
* To report to relevant trust committees findings and receive recommendations for improvements
* To review and assess all arrangements for the transfer of data to third parties for compliance maintaining an accurate and up to date list of these parties.
* Draft and review Data Protection Impact Assessments. Work with senior leaders on implementing recommendations and monitor the impact
* To manage, advise and co-ordinate responses to Freedom of Information requests across the Trust, providing guidance and advice to colleagues (including where necessary obtaining legal advice)
* To maintain and review a Trust wide record of data breaches in line with the reporting requirements to the ICO
* To manage, advise and co-ordinate on Subject Access Requests (SAR) made to the Trust. Ensure these are recorded and responded to in a timely manner, in line with the ICO requirements.
* Advise the Trust on how to manage and contain data breaches and respond to Subject Access Requests
* To undertake Due Diligence checks for all new establishments joining the CMAT family ensuring compliance with policies and GDPR.
* Undertake site visits across CMAT, compile reports highlighting areas where standards are not met and make recommendations for improvements. Present findings to relevant Trust leaders and Committees
 |

|  |
| --- |
| **About us and expectations of the role:**CMAT is a rapidly expanding Multi Academy Trust founded in 2011 with 1 Secondary school. After just 10 years we are now made up of:* 9 Secondary Academies
* 5 Primary Academies
* 2 Special Educational Needs Academies
* 2 Teacher Training Providers
* 2 Leisure Centres

We pride ourselves on hiring the highest quality candidates in order to materialise our vision of a *High-quality educational provision for all at the heart of local communities.** The successful applicant will meet the criteria of the Job Description and apply themselves competently to the job.
* At CMAT the safeguarding of our staff and student data is of paramount importance, in order to be compliant with legislation we rely upon the Data Protection Officer to make suggestions and advise on best practice and identify risk areas.
* Our DPCO must use initiative to mitigate areas of risk whilst endeavouring to build and maintain excellent relationships with all schools within the Trust and the relevant Committees.
* CMAT’s DPCO will be expected to work flexibly on their own initiative whilst being a team player.
* The DPCO is expected to create and analyse reports for committee meetings where attendance will be required.
 |

|  |
| --- |
| **Position in the Core Trust:**This role sits within the Data Protection element of the IT function of CMAT’s central services.This role impacts all areas of the organisation from Trustee and Committee level to the staff, students and volunteers within our schools.  |

|  |
| --- |
| **CPD:**It is expected that the successful candidate will keep abreast of updates to relevant legislation and cascade and implement these as appropriate. The successful applicant will attend relevant training to ensure continued professional development and compliance. |

Cambridge Meridian Academies Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.

All employees of CMAT must be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Employees must co-operate with the trust on all issues to do with Health, Safety and Welfare.

We are committed to diversity & inclusion and equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.  This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.  This job description is not necessarily a comprehensive definition of the post. It will be revised on a regular basis, but it may be subject to modification or amendment at any time after consultation with the holder of the post.

**PERSON Specification**

|  |  |
| --- | --- |
| **Specification**  | **Essential or Desirable** |
| Qualifications |  |
| Educated to NVQ level 3 or equivalent  | Essential  |
| Further or Higher education qualification | Desirable |
| Audit training or formal auditing qualification | Desirable |
| Behaviours |  |
| Methodical and organised with an eye for detail | Essential |
| Works effectively without supervision and remotely from several bases of operations whilst retaining focus and strong time management | Essential  |
| Ability to meet deadlines and work to strict timetables  | Essential |
| Values |  |
| Integrity, discretion and ability to maintain confidentiality | Essential |
| Knowledge |  |
| Proven knowledge of the UK General Data Protection Regulation and a strong working knowledge of the Data Protection Act 2018 | Essential  |
| Experience of producing reports across a range of disciplines and potentially covering multiple locations | Essential |
| Excellent working knowledge of relevant policies, codes of practice and legislation – ideally as they relate to the academy’s context and agenda | Desirable |
| Skills  |  |
| Good administration and ICT skills- particularly the operation at intermediate level for the Microsoft Office Suite (or equivalent) | Essential |
| Experience |  |
| Experience of GDPR legislation within an organisation  | Essential |
| Experience of conducting DPIA process  | Essential |
| Experience of producing reports across a range of disciplines and potentially covering multiple locations | Essential |
| Experience of carrying out internal / external audit | Essential |
| Experience of working in a highly regulated role where compliance with regulations was essential | Desirable  |
| Previous experience of working in an academy or ideally across a group of academies within a trust | Desirable |
| Personality traits |  |
| Ability to provide open and honest feedback to colleagues as required on process matters in a way which commands natural authority and motivates individuals to support / action as required | Essential |
| Ability to plan and prioritise own workload and work in a self- managed way to achieve priorities  | Essential |
| Personal circumstances |  |
| Use of own vehicle to undertake regular travel to the main location of the CMAT’s office base and to all academies or other necessary locations as required  | Essential |
| Professional membership |  |
| International Association of Privacy Professionals | Desirable  |