

JOB TITLE:	Senior Data Protection & Compliance Manager
LOCATION:	Head Office
REPORTING TO:	Director of Audit, Risk and Compliance
DIRECT REPORTS:	N/A

JOB PURPOSE:

Responsible for ensuring that the business is fully compliant with the General Data Protection Requirements and maintaining and managing all relevant policies, processes and procedures associated with Data Protection. This role is responsible for maintaining the business' Information Security processes and procedures in compliance with ISO27001 and Cyber Essentials accreditations, together with the Director of IT & Data. Additionally, the role will support the Head of Audit, Risk and Compliance to deliver the annual Compliance Monitoring programme.

PRINCIPAL ACCOUNTABILITIES

- Act as Data Protection Officer (DPO) for the organisation;
- Subject Matter Expert (SME) for compliance & data protection requirements within the organisation providing advice and guidance to the Senior Management;
- Responsible for ensuring that all areas of the business are operating within ongoing GDPR requirements;
- Advising on compliance with GDPR and local data protection laws, monitoring adherence to GDPR standards and acting as a point of contact for the ICO;
- Providing appropriate advice and interpretation of data privacy legislation;
- Conducting comprehensive privacy impact assessments across the business;
- Drafting and updating relevant internal policies and procedures;
- Responding to queries from the business on data protection;
- Preparing relevant reporting to the Exec Committee and Board on key data protections areas;
- Lead on essential security and compliance reviews, certifications and accreditations;
- Monitor security threats and report any breaches to the Board;
- Assist in evaluating IT security technologies and lead on implementation;
- Support the Head of Audit, Risk and Compliance in respect of wider compliance advice to the business;
- Support the Compliance Monitoring plan;
- Manage and develop junior members of staff where required.

You will be the subject matter expert for all data protection compliance & regulatory requirements within the organisation providing advice and guidance to the Senior Management Team.

Responsibilities include advising on compliance with GDPR and local data protection laws, monitoring adherence to GDPR standards and acting as a point of contact with supervisory authorities. You will also manage our policies that enforce compliance with legislation and deliver ongoing training to staff to increase awareness of data protection.

This list is not exhaustive and you may be requested, from time to time, to undertake other reasonable duties requested by a Head of Department or Director, which may sit outside of this Job Description.

KEY PERFORMANCE INDICATORS

- Quality of work undertaken
 - Speed and efficiency of work, including response to requests
 - Accuracy of written and verbal reporting to Line Manager(s) & colleagues
 - Sickness, absence and lateness
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Qualifications, Experience and Skills Criteria

CRITERIA	ESSENTIAL	DESIRABLE
General Education	<ul style="list-style-type: none"> A – Levels or equivalent. 	<ul style="list-style-type: none"> Bachelor’s degree
Previous Work Experience	<ul style="list-style-type: none"> Previous experience in a similar role. 	<ul style="list-style-type: none"> Financial services experience.
Specific Knowledge	<ul style="list-style-type: none"> Previous experience in a similar role. 	<ul style="list-style-type: none"> Previous experience of acting as a DPO. Understanding of the consumer credit sector/CONC and working within the regulatory framework of the FCA.
Professional/Academic / Vocational Qualifications		<ul style="list-style-type: none"> A verifiable Information Security qualification CISA, CIMA; Professional data protection qualification
Specific Skills	<ul style="list-style-type: none"> Experience of managing projects with a focus on Data Protection; Experience in Cyber Essentials or other Information Security accreditation; Ability to prioritise workloads; Ability to work to tight deadlines; The ability to motivate and lead a team; Good IT & report writing skills; Effective decision making skills; Be strategic, methodical, logical and detail oriented; Be knowledgeable of quality standards and models; Be knowledgeable of standards set by the FCA, ICO and other regulatory bodies; Investigate, document, and maintain records accurately. 	
Demonstrated Behaviours	<ul style="list-style-type: none"> Works well independently and as part of a team. Balances the need for effective compliance with the commercial needs of the business. Looks beyond boundaries of own job to support others. Shares knowledge and ideas. Contributes to a positive team spirit. Is enthusiastic and willing to learn and develop. Motivate self and others. Communicates and liaises with team members and others. Respects confidentiality of information. Works well under pressure. Works within the ISO Quality framework & in line with company policies. Works at all times within FCA, ICO & all other Regulatory Rules & Guidelines. 	
Specialist Requirements		

I can confirm I have read and understand the Job Description.

NAME:.....

DATE:.....

SIGNATURE:.....

Please sign and return one copy to the HR department for filing.

To apply for this position please click on any of the below links:

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<https://job-openings.monster.co.uk/Senior-Data-Protection-Compliance-Manager-West-Yorkshire-Yorkshire-UK-Applicant-Services/11/196035352>

<https://www.totaljobs.com/job/protection-manager/flat-fee-recruiter-limited-job81434654>

Closing date 11th June 2018