

Scottish Children's Reporter Administration

PERSON SPECIFICATION

Post Title: Deputy Data Protection Officer

FACTORS	CRITERIA		MEANS OF ASSESSMENT		
			Application	Reference	Interview
Education, Qualifications and Training	Essential	Degree in relevant legal/information governance related discipline or significant experience in a similar role	✓		
	Desirable	Hold a BCS Practitioner Certificate in Data Protection or a willingness to work towards this	✓		✓
Experience	Essential	Proficient in the use of Microsoft Office software	✓		✓
		Proven ability to develop strong and effective working relationships with internal and external stakeholders	✓		✓
	Desirable	Experience of identifying and minimizing data protection risks	✓		✓
Skills, Knowledge and Aptitudes	Essential	Ability to deal with confidential and/or sensitive issues and information	✓	✓	✓
		Excellent verbal and communication skills		✓	✓
		Self-motivated with the ability to complete tasks with minimum supervision	✓	✓	✓
		Ability to effectively manage conflicting demands and prioritise these	✓	✓	✓
	Desirable	An understanding of the Children's Hearings System	✓		✓
	Knowledge and understanding of SCRA's responsibilities under the Data Protection Act 2018	✓		✓	

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Personal Attributes	Essential	Responsible and discreet		✓	✓
		Health record appropriate for requirements of the post	medical questionnaire assessed by independent occupational health service		