



JOB DESCRIPTION

JOB TITLE **Deputy Data Protection Officer**

JOB PURPOSE

To provide support to the Localities and Head Office teams to ensure the SCRA meets its obligations under UK Data Protection laws.

ORGANISATIONAL POSITION

Immediate Line Manager: Information Governance Manager/Data Protection Officer (DPO)

Peers: Business Managers
Head Office Staff
Locality Support Managers

Management Responsibilities: None

DIMENSIONS

Working as part of the Information Governance Team to provide advice and guidance to Localities and Head Office.

PRINCIPAL ACCOUNTABILITIES INCLUDE:

- Deputise when required for the Information Governance Manager/DPO: providing advice and guidance to the Information Governance team and across the organisation; making decisions on breaches and whether to report them to the Information Commissioner's Office (ICO).
- Provide advice and guidance to the Information Governance Team on data breach incidents and Subject Access Requests and seek guidance from the Information Governance Manager/DPO when necessary.
- Oversee the final check of responses to data subjects' requests relating to their personal data.
- Investigate and respond to concerns and complaints.
- Assist the Information Governance Manager/DPO to ensure the SCRA's compliance with Data Protection legislation.

- Act as a point of contact for data protection related queries from external stakeholders.
- Advise on the completion of Data Protection Impact Assessment screening and assessment.
- Participate in Quality Improvement activities to improve processes and outcomes (such as undertaking focus groups and audits, analysing and reporting information).
- Assist with updating policies and guidance.

QUALIFICATION, TRAINING, EXPERIENCE, KNOWLEDGE, AND SKILLS

Essential

- Educated to degree level in a relevant legal/information governance related discipline or have significant experience in a similar role.
- Successful candidates must either hold a BCS Practitioner Certificate in Data Protection. Or have a willingness to study and obtain this certificate within six months of commencing the role, which would be fully funded by SCRA.
- Ability to analyse complex queries and develop practical, proportionate solutions that balance risk, compliance and operational needs.
- Proven ability to develop strong and effective working relationships with internal and external stakeholders.
- Excellent verbal and written communication skills.
- Good ICT skills (e.g. proficient use of Word, Excel, Outlook etc.)
- Self-motivated with the ability to complete tasks with minimum supervision.
- Ability to effectively manage conflicting demands and prioritise these.
- Ability to deal with confidential and/or sensitive issues and information.

Desirable

- It would be desirable but not essential for the successful candidate to be able to demonstrate a knowledge of the children's hearings system.
- Knowledge and understanding of SCRA's responsibilities under the Data Protection Act 2018 (and associated legislation).
- Experience of identifying and minimising data protection risks.

COMMUNICATIONS

Internal: Localities and Head Office staff, EMT.

External: Members of the public who make subject access requests and/or complaints and the Information Commissioner's Office.

PRINCIPAL CHALLENGE

To provide guidance to Localities to ensure compliance with UK Data Protection laws and to provide support to the Information Governance Manager/DPO.