

# Job description

**Job title:** Senior Data Protection Analyst

**Grade:** Grade 10

**Job evaluation reference:** CS738

**Job family:** Legal and Political

## Purpose and impact

Develop policies, guidance, procedures and training to assist services in being compliant with General Data Protection Regulations, and other associated legislation.

Assist services in carrying out service delivery that is compliant with legislation (such as General Data Protection Regulations), policies and processes etc.

To lead in facilitating organisational learning and feeding into Quality Assurance programmes to ensure learning lessons from cases remains a priority, and ensuring the loop is closed.

To deputise for the Data Protection Officer in matters relating to policies, procedures and organisational learning.

## Key responsibilities

1. To monitor reports of personal data breaches received by the Information Compliance Team, and provide advice to services to ensure incidents are appropriately managed.
2. Prepare and send data breach notification reports to the Information Commissioner's Office where a data breach incident is assessed to meet the threshold in article 33 UK GDPR.
3. Assist services to conduct root cause analyses (RCA) in response to significant security incidents and present RCA findings to the council's Compliance, Risk and Learning Group.
4. Continuously develop RCA framework and the controls provided for in the council's policy framework.
5. Carry out reviews of the council's Record of Processing Activities to identify key risk areas and inform strategic priorities.
6. Assist in developing and maintaining a risk-based audit plan for data protection, covering internal services and third party suppliers.
7. Conduct internal data protection audits to measure services' compliance with data protection laws and policy. Feedback findings to Compliance, Risk and Learning Group.
8. Provide specialist data protection advice to services completing Data Protection Impact Assessments.
9. Carry out statistical analysis of security incident trends and prepare reports for senior management teams, project boards etc.
10. Maintain specialist up-to-date knowledge of all relevant data protection legislation and regulatory guidelines to support the research and drafting of policies, procedures, standards and guidance.
11. Investigate and resolve complex Information Compliance complaints.



12. Promote compliance and best practice, robustly challenging practices and procedures which do not comply with data protection and freedom of information legislation. This may include challenging senior managers.
13. To alert and meet senior managers at the earliest opportunity to discuss trends, concerns or re-occurrences of lessons once learned.
14. Undertake any other tasks of a comparable or lesser nature as required ensuring the efficiency of the Assurance Service.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

### **Supervision and management**

Reporting to: Data Protection Officer

### **Other factors**

15. This job is largely desk based.
16. The job involves substantial use of a computer.
17. The job involves contact and working relationships with service users, senior management, key senior officers in other public-sector organisations.
18. Ability to negotiate with and advise staff, including senior colleagues, and service users based upon sound preparation and professional credibility.
19. Proficiency to provide clear and often unwelcome information in a sensitive, but assertive manner.
20. The post holder will be expected to adjust their work in response to changing circumstances and new information and will need to reprioritise their work to ensure that deadlines are met.
21. As this role may work with sensitive personal data for vulnerable groups, the post holder will be expected to undergo a basic DBS check.
22. There may be occasions where there is a travel requirement, but this is infrequent.

### **Our values**

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values through the way you work, regardless of your role within the organisation.



# Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

## Essential

Essential criteria are the minimum requirement for the above post. The criteria will be assessed through a combination of your application form, interview and assessment (as specified below).

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. A relevant degree, equivalent qualification or considerable relevant experience in relation to data protection, relevant to the role set out in this job description	Application form
<b>Experience</b>	
2. Experience in the practical application of a data protection focussed role, relevant to the job description	Application form
<b>Skills, abilities and knowledge</b>	
3. Expert knowledge of the UK General Data Protection Regulation and the ability to clearly and concisely summarise complex requirements for employees at all levels of the organisation and elected members	Interview Assessment
4. First class communication and interpersonal skills, both oral and written when dealing with individuals, including senior managers	Interview Assessment
5. Strong teamworking skills are essential, including the ability to constructively challenge and influence views of individuals and groups at all levels of the organisation	Interview Assessment
6. Excellent customer service skills and the ability to remain calm under pressure are essential attributes	Interview Assessment
7. Good analytical skills	Interview Assessment
<b>Our values</b>	
8. Respect	Interview Assessment
9. Together	Interview Assessment
10. Accountability	Interview Assessment
11. Openness	Interview Assessment
12. Curiosity	Interview Assessment



## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements. The criteria will be assessed through a combination of your application form, interview and assessment (as specified below).

<b>Experience</b>	<b>Assessed through:</b>
13. Experience of working in a complex organisational environment (such as a local authority)	Application form
14. Experience in facilitating workshops and presenting at meetings	Application form
15. Experience of working under time pressure to analyse complex problems, assimilate required information and identify viable options that will enable customers to achieve effective compliance with the law and official guidance	Application form
16. Experience of carrying out investigations, audits and undertaking root cause analysis	Application form
<b>Skills, abilities and knowledge</b>	
17. Ability to research and record information accurately	Interview Assessment

## Approval

Manager's job title:  
Date: January 2025

