

**Part 1: Job Description**

**Part 2: Person Specification**

**Title:**  Data Protection Officer

**Date:** October 2017

**Part 1: Job Description**

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| 1. **Purpose:**
* Manage Data Protection Compliance in Extern across Northern Ireland and the Republic of Ireland.
* Advise on legal requirements and best practice in Information Security Management.
* Provide strategic assistance in the planning, implementation, management and change of Information Systems.
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**2.0 Group:** Extern Organisation

**3.0 Directorate:**  CorporateServices

**4.0 Responsible To:** IT Manager

5.0 Location: Hydepark House, 3 McKinney Road,

Newtownabbey, BT36 4PE
(Travel across Northern Ireland and ROI will be necessary)

**6.0 Hours of Work:** 40 hours including breaks

**7.0 Salary** Grade 6 £27,316 - £34,870 per annum

**8.0 Responsible for:**

**9.0 Key Responsibilities:**

**Key Functions**

* Information Security
* Incident Management
* Records Management
* Customer Service
* Continual Service Improvement

**Information Security**

* Ensure that statutory requirements are met in relation to data protection in Northern Ireland and the Republic Of Ireland.
* Implement an information security management system based on ISO27000 series standards.
* Prepare Extern for certification in relevant information security standards.
* Lead in the development of effective records management practice to ensure that information is secure, of high quality and continues to be accessible, supporting efficient service delivery.
* Develop and deliver information security awareness training including face to face and computer based training.
* Business continuity planning in relation to Data Protection.
* Contribute to regular information security risk assessment.
* Recommend, manage and review effective electronic and procedural controls.
* Contribute to the formulation, review and proper implementation of IS policies and procedures.
* To be aware and act in accordance with Extern’s technology and information security policies.
* Ensure compliance with necessary recording requirements and responsibility for accurate and timely completion of relevant department records and regulatory returns.
* Report to Senior Management any significant risk exposures, governance or control issues and work with the relevant teams to develop solutions.
* Represent Extern on data protection best practice externally to ensure that the organization contributes to and benefits from sharing good practice.

**Incident Management**

* Co-ordinate response to data subject access requests.
* Provide first response, investigate and report on suspected data breach incidents.

**Relationships**

* Encourage a positive team culture for addressing information security issues, co-operation and continual improvement.
* Develop networks and collaborate with relevant business unit leaders, legal advisors, regulators and funding bodies.
* Ensure the reputation of the organisation is upheld.
* There is potential for this role to develop in the provision of advice and consultancy services to partner organisations.

**Health & Safety**

* Conduct all activities in a manner which is safe to yourself and others.
* Be aware and act in accordance with Extern’s Health & Safety Policies and Procedures.

 **General**

* Participate on forums/ working groups/ committees as required.
* Keep abreast of current legislation and Extern’s policy and procedures attending appropriate training when required.
* Show a personal commitment to professional development and ensure that your own CPD remains current.
* Contribute to the effective delivery of a Quality Service through the formulation, review and proper implementation of policies and procedures.
* To undertake other occasional duties which are consistent with the responsibilities of the post.

**Part 2: Person Specification**

**Title:**  Data Protection Officer

**Date:** October 2017

**Part 2: Person Specification**

**PERSON SPECIFICATION**

**Essential Criteria:**

* Expertise in European data protection laws and practices, including an in-depth understanding of the GDPR.
* Four years relevant work experience including two with a significant responsibility for information security.
* Relevant professional qualification OR
Degree / Diploma / NVQ level 4 in relevant discipline.
* Knowledge of technical and procedural security controls and information security standards.
* Able to work independently and with colleagues at all levels of Extern.
* Excellent communication skills, both orally and in writing.
* Highly developed administrative and organisational skills.
* Current driving license and access to a car during working hours.
(This criteria will be waived for people with a disability who can demonstrate alternative means of meeting the mobility requirements of the post.)
* Ability to work outside normal office hours occasionally for example to facilitate Business Continuity Testing or travelling to relevant conference or networking event.

**Desirable Criteria:**

* Four years relevant work experience including three with a significant responsibility for information security.
* Responsibility for the management of highly sensitive information in relation to vulnerable adults and children in a social work setting.
* Relevant professional Information Security qualification.
* Third level qualification with significant Business Management or Information Systems Management content.
* Working experience of successful certification in relevant standards:
ISO27001, ISO22301, ISO9001, Cyber Essentials or similar.
* ITIL or equivalent ITSM certification.
* Membership of relevant professional body.

**NOTE**

**This position is subject to an enhanced Access NI check. Copies of the relevant policy on the recruitment of ex-offenders as well as the Access NI Code of Practice are available on request. Please note that having a criminal record will not necessarily be a bar to obtaining a position with EXTERN.**