

Data Compliance Officer Job Description

Job Title:	Data Compliance Officer
Reports to:	Chief Executive
Direct reports:	No line management responsibility
Location:	Daphne Jackson Trust Offices, Physics department, University of Surrey, Guildford and /or some home working if applicable
Hours:	Fixed term contract of 6 months. 0.4 FTE – 2 days a week on average, hours may fluctuate according to need over the fixed term contract.
Remuneration:	£6,000 (pro-rata of £30,000) + pension +25 days leave plus bank holidays and university closure days (pro-rata amount)

The Data Compliance Officer is responsible for

Ensuring that the Trust is legally compliant with the new GDPR regulations.

Many of the responsibilities of the Data Compliance Officer will require active working relationships with many members of the Trust team, coordinating information and developing knowledge of the processes to facilitate the GDPR compliance of the Trust.

General responsibilities

- Fully understand the General Data Protection Regulation (GDPR) and how it relates to the operations of the Trust
- Read and understand the report and findings of the data protection audit undertaken by Data Protection Consultancy Ltd in October 2017
- Gain a complete understanding of the processes of the Trust and identify the work that is required to ensure the Trust is legally compliant with the GDPR
- Compile a data asset register for the Trust
- Write a privacy policy for the Trust's website
- Conduct privacy impact assessments as appropriate
- Ensure that all communications by email have the correct fair processing notices in place
- Compile guidelines for Trust staff to ensure the continued compliance with the GDPR
- Conduct training sessions with staff on the new policies and regulations

Working with the Chief Executive and Trust Manager

- Work with the Chief Executive and Trust Manager to make a recommendation for the correct and appropriate systems to put in place for the Trust to manage the processing of fellowships going forward

Additional Duties

It is in the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are, therefore, expected to undertake work which may not be specifically covered in the job description. These additional duties will normally be compatible with the regular tasks and duties.

Person Specification

This is a role that requires candidates to have an organised approach to work and be thorough and methodical. Experience of GDPR would be a distinct advantage. Candidates would ideally have a STEM background and knowledge of the academic research environment. A knowledge of some of the stakeholders with whom the Trust works, such as the Research Councils, Learned Societies, Medical Charities or the Scientific Community in general would be an advantage.

The role of Data Compliance Officer is based in the Daphne Jackson Trust Office in the Physics Department at the University of Surrey however there is scope for home working as appropriate as the project progresses.

The Trust is comprised of a small, very dedicated team of staff, and candidates must be efficient and methodical with a highly organised approach, good attention to detail and ability to work on their own initiative. It is essential that candidates have the ability to multi-task, work under pressure and be proactive in finding solutions. This is a demanding post that will suit someone with excellent interpersonal skills and a high degree of commitment.

	Essential	Desirable
Education, training and Qualifications	A degree or equivalent	A degree in a STEM discipline is desirable.
Skills and abilities	<p>Excellent communication and interpersonal skills</p> <p>Ability to communicate with a wide variety of people at all levels</p> <p>Ability to work both independently and as part of a team</p> <p>Excellent organisational, planning and project management skills</p> <p>Ability to prioritise a busy workload and to multi-task</p> <p>Excellent numeracy/literacy skills</p> <p>Ability to work under pressure</p>	
Knowledge and experience	<p>Computer literate</p> <p>Good operational knowledge of Microsoft Word, Excel and Outlook</p> <p>Good understanding or knowledge of higher education and research</p>	<p>Good operational knowledge of Microsoft Access or other database software</p> <p>Experience of working with university researchers and other research stakeholders</p> <p>A knowledge of research funding</p> <p>A knowledge of learned societies and professional institutions</p> <p>Knowledge of equality, diversity and inclusion issues.</p>