

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Data Protection Administrator

Accountable to: Records Manager

Contract Length: Fixed Term

Hours per week: 21 (3 days a week)

Salary: £20,192 - £24,797 per annum

Grade: 4

College/Service: ADS

Location: High Holborn

Purpose of Role:

The Data Protection Administrator, is primarily responsible for contributing to the management of the University's policy framework and assisting in the management the University's records management systems across the University. The post holder will assist the Records Manager, addressing all Data Protection Act and Freedom of Information Act requests made to the University as well as all related legislation. Furthermore, the post will provide flexible policy support for the University Records Management Unit, undertaking high-quality research and analysis.

Duties and Responsibilities

The post holder will have primary responsibility in the following areas:

- Responding to specific queries on Data Protection and Freedom of Information issues from across the University;
- Dealing with enquiries for information under Freedom of Information Act, Environmental Information Regulations and Data Protection Act and related privacy legislation;
- Providing support to the Records Manager in the maintenance, ongoing development and delivery of University's policies and procedures.
- Providing operational support to the network of Local Information Managers
- To undertake a range of duties within the Governance Unit function as reasonably required.
- Preparing and updating guidance materials for the University's Data Protection webpage and promulgating the guidance.
- Maintaining, checking and renewing the University's Data Protection Notification (Renewable annually);
- Dealing with Subject Access Requests including liaising with relevant departments and corresponding with data subjects seeking access to records;

Specific duties:

- To monitor incoming data protection and freedom of information requests and analyse and report statistics to the Records Manager.
- To lead in dealing with enquiries for information under Freedom of Information Act and Data Protection Act; ensuring that enquiries are logged and managing the information collation process.
- Drafting appropriate responses within the statutory timeframes for DPA and FOI requests.
- To undertake ongoing and effective liaison and networking with staff across the University to ensure effective communication within the University of records management matters
- To provide cover for other members of the Governance Unit during times of absence and others as required.
- To undertake any other duties relevant to the post as determined by the Records Manager.
- To perform such duties consistent with the post as may from time to time be assigned anywhere

within the University.

- To undertake health and safety duties and responsibilities appropriate to the post
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in work.
- To undertake continuous personal and professional development, and to support it for any staff managed through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the post in accordance with the University's policies and procedures, as laid down in its Financial Regulations.

Key Working Relationships:

- Records Manager,
- University Secretary and Registrar
- Deputy University Secretary
- The Information Commissioner's Office (ICO)

Specific Management Responsibilities

Budgets: none

Staff:

Other (e.g. accommodation; equipment): none

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Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent • Knowledge of the Data Protection Act as it relate to University policies and procedures in an HE/FE environment.
Relevant Experience	<ul style="list-style-type: none"> • Professional experience working at senior levels • Experience of applying Data Protection, Freedom of Information or associated legislation. • Experience of policy work including evaluation and dissemination of information.
Communication Skills	<ul style="list-style-type: none"> • Excellent written and oral communication skills • Ability to use standard office IT packages • Excellent interpersonal skills, including ability to develop effective relationships with all stakeholders, and a customer focused approach to service delivery. • Ability to work under considerable pressure and to tight deadlines.
Leadership and Management	<ul style="list-style-type: none"> • Experience of encouraging contribution and involvement at all levels.
Planning and Managing Resources	<ul style="list-style-type: none"> • Plans, prioritises and organises work to achieve objectives on time • Ability to create realistic plans to achieve own deadlines and objectives, effectively managing workload and prioritising own work.
Teamwork	<ul style="list-style-type: none"> • Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	<ul style="list-style-type: none"> • Evidence of a customer focused approach to service delivery.
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> • Track record of using initiative, discretion and independence over a broad area of activity including decision making. • Uses initiative or creativity to resolve problems. • Contributes to the decision making of others by providing relevant information and opinions.

Last updated: August 2017