Job Description

Job Title: **Data Protection. Compliance and HR Officer (DCPHO**)	**Service Area**: Newham PRUs
Grade: PO4	**Date last updated:** March 2018

EQUALITY AND DIVERSITY
We are committed to and champion for equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES
Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Location: Tunmarsh School and Storey Centre (New Directions PRU and RIET)

Reporting to: Newham PRUs Head Teacher and Strategic Finance and Business Manager

Responsible for: Line Management for 3 staff

Budget responsibilities: No budget responsibilities

Overall Purpose of Job

The **Newham PRUs' Data Protection, Compliance, and HR Officer (DPCHO)** is responsible for monitoring compliance with current data protection law, and has the knowledge, support and authority to do so effectively. The post holder will take lead in the development, implementation, monitoring and reporting of Newham PRUs data protection processes and advise the school on best practice.

Key Responsibilities

GDPR

To:

1. Lead data compliance activities and assurance within Newham PRUs, ensuring risks are managed and controlled in relation to data security.

2. Ensure compliance by the school and its employees in relation to their obligations under current data protection law, including the General Data Protection Regulation (GDPR)

3. Develop an in-depth understanding of the school's processing operations, information systems, data security processes and needs, and administrative rules and procedures

4. Lead the continued development and implementation of Data and Information Processing and Management Systems to ensure full compliance with Data Protection Law.

5. Lead the school's compliance to data protection legislation, by:
   i. Collecting information to identify data processing activities
   ii. Analysing and checking the compliance of data processing activities

iii. Reviewing and revising of current policies and practices across the organisation to ensure compliance
iv. Informing, advising and issuing recommendations to the school and Management Committee in relation to policy and practice
v. Ensuring they remain an expert in data protection issues and changes to the law, attending relevant training as appropriate

6. Work with Information Asset Owners to ensure they are GDPR compliant

7. Ensure the school's policies are followed, through:
i. Assigning responsibilities to individuals
ii. Awareness-raising activities
iii. Co-ordinating and delivering staff training
iv. Conducting internal data protection audits

8. Lead on carrying out data protection impact assessments, as necessary and communicate outcomes with SLT and Management Committee as appropriate.

9. Be the school's contact point for the Information Commissioner's Office (ICO), assisting and consulting it where necessary, including:
i. Helping the ICO to access documents and information
ii. Seeking advice on data protection issues

10. Be the point of contact for individuals whose data is processed (for example, staff, pupils and parents), including:
i. Responding to subject access requests within statutory timelines
ii. Freedom of Information requests
iii. Responding to other requests regarding individuals' rights over their data and how it is used

11. Take a risk-based approach to data protection, including:
i. Data Cycle to identify which areas staff need training in, and further areas for development

12. Report to the Management Committee on the school's data protection compliance and associated risks

13. Respect and uphold confidentiality, as appropriate and in line with data protection law, in carrying out all duties of the role

14. Undertake any additional tasks necessary to keep the school compliant with data protection law and be successful in the role

15. Maintain a record of the school's data processing activities

16. Work with external stakeholders, such as suppliers or members of the community, on data protection issues and to ensure compliance of all stakeholders with access to any school data or information

17. Take responsibility for fostering a culture of data protection throughout the school

18. Work closely with other departments and services to ensure GDPR compliance, such as HR, legal, IT and security

19. Lead on compliance and review across Newham PRUs in relation to policies, legal guidance and governance.

20. To undertake additional duties associated with school business management, procurement and compliance as requested by the Head Teacher

21. Develop, implement and lead Newham PRUs Communications, Publicity and Social Media Management Strategy including maintenance of websites and social media platforms

22. Lead on Newham PRUs recruitment process, including overseeing the induction of new staff, maintaining effective staff conduct, undertaking regular training and development, one-to-one meetings, monitoring of attendance, etc.

23. Lead and manage all matters relating to Human Resources to ensure the provision of an efficient and effective human resource service to staff, and ensure compliance with personnel policies and procedures that apply under school regulations and statutory bodies which have been agreed by the Management Committee.

Job Title: **Data Protection. Compliance and HR Officer (DCPHO**)	**Service Area**: Newham PRUs
Grade: PO4	**Date last updated:** March 2018

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
Qualifications • Background in information security, data protection or IT desired • Educated to degree level, or equivalent professional experience • Relevant data protection qualification desired • Good knowledge in relation to assessment and literacy screening • High level of knowledge in relation to statutory requirements, strategies and best practice in relation to the safeguarding of children in school.	Application Form, Interview
Experience • Professional experience of data protection law • Experience of managing complex HR and staff related matters • Experience of working with social media and web-based communication platforms • Experience of working within education sector • Experience of managing data protection compliance, particularly responding to subject access requests • Experience of working within statutory and legal frameworks in relation to managing and processing of data • Experience of working within and SEMH Education setting. • Experience of safeguarding within a school context • Experience of schools governance Experience of Policy writing and matters related to compliance	Application Form, Interview
Skills and knowledge • Extensive in depth knowledge of data protection law (the GDPR, Data	Application Form, Interview,

Protection Act 1998 and Data Protection Act 2018) • Extensive knowledge of risk and compliance practices • Ability to synthesise legislation and frame for practical implementation • Strong communication / interpersonal skills. Ability to communicate effectively with a range of professional staff and outside agencies at a senior level. • Strong organisational skills and a professional and pro-active work approach • An ability to work collaboratively as part of a wider team and communicate effectively with colleagues and senior leaders. • Knowledge of information security and data processing principles and good practice • Secure knowledge in managing Human Resources • Good knowledge of IT, web based communications and social media platforms. • An understanding, and prior use of the following systems: ○ *SIMS* ○ *iTrent* • Excellent communication skills • Excellent teamwork and interpersonal skills, with proven ability to maintain relationships across an organisation • Ability to explain complex data protection and information security information to a non-specialist audience • Ability to develop, implement, monitor and evaluate procedures in education setting. • Knowledge of education legislation. • Thorough understanding of equal opportunities issues. • Understanding of the relationship between schools, stakeholders and local education authority. • Understanding of how to set targets and monitor the performance of a team.	Test
Personal qualities • Detail-oriented • Ability to work under pressure • Ability to prioritise tasks effectively • Ability to work independently and autonomously with minimal supervision • Commitment to maintaining confidentiality at all times • Demonstrates a commitment to public service and its partnership arrangements • Demonstrates flexible, resilient and sensitive behaviours appropriately Demonstrates positive behaviour and resilience in adversity	Application Form, Interview

Other The post holder will require flexibility and resilience in order to be able to manage the demanding environment of working in a SEMH setting.	Application Form/Interview