



Role Profile

DATA PROTECTION OFFICER

Reference No.	A4599	Type	Individual
Service	Legal and Democratic Services		
Job Family	Professional 4	Grade	FC10

Purpose

To independently carry out the statutory role of Data Protection Officer (DPO) for Fife Council and related Data Controllers. To ensure the Council's compliance with the Data Protection Legislation and monitor compliance across all Council Services.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Completing the tasks of a Data Protection Officer as outlined in Article 39 of GDPR.	<p>Educated to SCQF level 9, which includes a Degree or equivalent</p> <p>Professional qualification in data protection law such as BCS Practitioner Certificate in Data Protection or Act Now Data Protection Practitioners Certificate</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
Exclusively informing and advising the Council (including all Council staff) on an independent basis (without receipt of any instruction from any manager or member of staff) of its obligations under GDPR and the Data Protection Act 2018 (including data protection impact assessments). Monitoring the Council's compliance with this legislation involving every Council Services and the relevant Council policies relating to the protection of personal data.	<p>Experience of working accurately under pressure (Delivering Results)</p> <p>IT skills (Embrace technology and Information)</p> <p>Experience of attention to detail in the preparation of written work</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

E = Essential Criteria D = Desirable Criteria

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	Knowledge of the Data Protection Act 2018 and statutory requirements	✓	
Acting as the lead advisor and assigning responsibilities to relevant Council officers/teams; co-ordinating and delivering staff training for all Council staff/services; arranging for relevant audits to be carried out as necessary and reporting to the highest management level of the Council.	Experience of carrying out analysis and identifying solutions (Take Ownership) Experience of working with internal and external stakeholders including senior management (Work together) Experience of delivering training initiatives Experience in managing conflicting demands	✓ ✓ ✓ ✓	
Acting as the Council's responsible officer and lead contact for the Information Commissioner's Office (ICO) on all matters relating to personal data and to co-operate with the ICO.	Written and oral communication skills	✓	
Acting as the lead contact for individuals (data subjects) with regard to all issues related to processing of their personal data and the exercising of their rights under GDPR/Data Protection Act 2018 including ensuring that the DPO's contact details are made publicly available.			
Managing staff within the Data Protection Team comprising the Data Protection & Information Policy Specialists and providing professional leadership and support to other corporate teams in respect of data protection matters such as the Information Management and Request Team.	Experience of managing team workload and priorities Experience of motivating and leading others (Work together)	✓ ✓	
Leading the design, implementation and delivery of Council policies and guidance in relation to data protection/privacy in order to improve Council compliance and presenting these to the Information Governance Working Group and ICT Governance Board (including developing the Data Protection Workplan for the Board).	Experience of implementing changes in processes and procedures Experience of writing and presenting complex reports Experience in delivering presentations	✓ ✓ ✓	
Working closely with Council staff, Senior Management and Compliance Managers to lead the Council's compliance in respect of the Data	Experience of developing and maintaining effective relationships	✓	

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Protection Legislation and ensuring that Services are delivering corporate objectives in these areas and identifying any areas for improvement.			
Working closely with project teams to ensure data protection/privacy matters are considered at the outset and embedded within key Council projects and reporting to Project or other Boards/Groups as required. Working to tight timescales to ensure project delivery.	Experience of project management	✓	
Contributing to and representing the Council in discussions with relevant national private and public sector bodies which develop and share policy, national standards and best practice eg Scottish Government, SOLAR, ICO.	Experience of working with a range of diverse partners and organisations to achieve agreed goals (Focus on Customers) Experience of actively working in the national arena and sharing best practice with other Councils and organisations	✓ ✓	
Working with Elected Members as required to respond to queries, support Elected Member compliance by drafting relevant template documentation and delivering awareness training.	Experience of responding to elected member enquiries		✓
Acting as DPO for the Assessors Service in Fife and Fife Licensing Board and to ensure compliance with Data Protection Legislation by the Electoral Registration Officer and Returning Officer in Fife.	Understanding of risks associated with processing activities carried out by the Council and other data controllers		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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			D
Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:	Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results