

## Modern Apprentice – Data Protection Assistant

Reference No:	A5663		
Service:	Legal & Democratic Services		
Job Family:	Legal/Democratic Services	Grade:	FC4 (50% in Year One 80% in Year Two)

### Purpose

The post is for a period of 2 years and is a Modern Apprentice - Data Protection Assistant.

The principal job purpose is to provide specialist support to the Data Protection Team in Legal & Democratic Services covering functions relating to data protection advice, compliance and assurance service across the Council.

The postholder will complete a SVQ in Business and Administration at SCQF level 5 and progress through an internal training programme to develop knowledge and understanding of data protection compliance in a local authority.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken by the postholder:

To provide a comprehensive specialist data protection support service including:

- Data Protection breach handling in accordance with Council policy and regulator guidance to meet statutory timescales.
- Preparation and updating of privacy notices in accordance with legislative requirements
- Maintenance of the Council's Record of Processing Activities in accordance with legislative requirements
- Maintenance of the Council's Information Sharing Register

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**

**D**

SCQF Level 4 (such as National 4) including Maths and English

✓

An interest in privacy, human rights and/or law

✓

An understanding of confidentiality

✓

Ability to understand the council's structure, policies and applicable legislation

✓

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<ul style="list-style-type: none"> <li>- Assessing data subject rights requests and drafting responses in accordance with legislative requirements</li> <li>- Maintenance of the Council's Data Protection Impact Assessment Register</li> <li>- Preparation of data protection performance statistics and reports</li> </ul>	<p>Ability to work quickly and accurately and with attention to detail</p> <p>Ability to meet deadlines</p>	<p>✓</p> <p>✓</p>	
Following and processing workflow and preparation of documents and correspondence required in connection with information sharing agreements, breach notifications, privacy notices, data protection impact assessments, data subject rights requests, data protection accountability.	Ability to learn and use a variety of IT systems (including MS Word/Excel/Outlook) to maintain, input and extract data	✓	
To ensure the accuracy and exercise judgement in assessing information submitted to the Data Protection team in connection to compliance, accountability and assurance activities.	Accuracy skills and a high level of attention to detail	✓	
<p>To develop strong, effective working relationships with colleagues across all Council services and external agencies.</p> <p>To liaise with and provide advice to colleagues across all Council services and external agencies on data protection matters.</p>	<p>Organisational skills</p> <p>Time Management skills</p>	<p>✓</p> <p>✓</p>	
To carry out searches using available data sources including the ICO public register, to support accountability and compliance assessment undertaken by the data protection team.	Ability to extract relevant information from a variety of sources and to assess the information available to complete tasks.	✓	
To maintain accurate records of assurance and accountability activities undertaken by the data protection team.	Good general literacy and numeracy skills	✓	
<p>To handle telephone calls, emails and visits from the public seeking assistance on data protection matters.</p> <p>To assist with the development and delivery of data protection communication activities within Fife Council including website and intranet-based content.</p>	<p>Ability to communicate effectively with others verbally and in writing</p> <p>Well-developed interpersonal skills</p>	<p>✓</p> <p>✓</p>	
To contribute to the development and management of the Data Protection Teams SharePoint site.	Ability to work well in a team	✓	

<b>Additional tasks or responsibilities</b> – As this is a Modern Apprentice role, the following also applies:			
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<b>Modern Apprenticeship (Specialists Tasks)</b>			
This post is a Modern Apprenticeship which is a work-based training programme. As part of the job role the post-holder will be expected to attain an SVQ (SCQF Level 5) in Business and Administration as well as undertake appropriate courses to enhance their data protection knowledge.	Candidates for this role must be resident in Fife and aged between 16-24 as at the start date of the role.	✓	

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<b>Before confirming appointment:</b> 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.	
<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li><b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>