

BTS DATA PROTECTION AND IP SPECIALIST			
Reference No.	G079.01	Type:	Generic
Service	Business Technology Solutions		
Job Family	Para Professional 5	Grade	FC7

Purpose
<p>Providing data protection advice and guidance to all stakeholders</p> <ul style="list-style-type: none"> <li>Monitoring, investigating and reporting data protection breaches within statutory time scales</li> <li>Raising awareness of data protection responsibilities and the management of personal information, ensuring that data protection policies and procedures are developed and implemented, communicated and embedded across all Council business areas.</li> </ul>

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
Acting as central point of contact for all data protection compliance issues and ensuring the organisation's compliance with Data Protection Principles.	<p>Educated to SCQF level 8 which includes HND or SVQ level 4 or equivalent in a relevant discipline or equivalent experience</p> <p>Data Protection Practitioner Certificate or equivalent</p> <p>Experience of applying the Data Protection Act</p> <p>Experience of advising on data protection issues and investigating potential breaches (Deliver results - See 'How We Work Matters' Framework)</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

# Role Profile

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Preparing and delivering appropriate awareness and training for Council staff and Elected Members. Ensuring that staff are aware of the consequences of their breaching data protection requirements.	Experience of delivering Data Protection Training		✓
Conducting data protection impact assessments (PIA's) prior to carrying out processing activities which present specific risks. Providing advice and guidance on all major strategic business decisions so that changes can be implemented with appropriate attention to data protection.	Strong analytical and evaluation ability  Extensive knowledge of the Data Protection Act and related legislation	✓  ✓	
Maintaining and publishing a register of all personal data used within Fife Council. Maintaining the process for developing / updating Information Sharing Protocols (ISP's) where personal information is shared with external organisations such as NHS and other third party organisations.	Report writing and presenting data experience (Embrace technology and information)  Ability to provide a regular and effective service	✓  ✓	
Developing data protection policies and guidelines to help the Council meet its statutory obligations under the Data Protection Act and other relevant information legislation.	Experience in contributing to drafting formal documentation  Experience of working in a local authority environment	✓	✓
Building strong relationships with colleagues and partners so that work is integrated with and supports other relevant work in the Council and Wider community.	Experience of collaborative working (Focus on customers)	✓	

E = Essential Criteria D = Desirable Criteria

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<p>Developing and implementing opportunities to work more effectively with partners.</p> <p><b>SFIA Level 5 – Relationship Management</b>            Identifies the communications needs of each stakeholder group in conjunction with business owners and subject matter experts. Translates communications / stakeholder engagement strategies into specific tasks. Facilitates open communication and discussion between stakeholders, acting as a single point of contact by developing, maintaining and working to stakeholder engagement strategies and plans. (For example, may oversee the organisation's promotional/selling activities to one or more clients, to ensure that such activities are aligned with corporate marketing objectives). Negotiates with stakeholders at senior levels, ensuring that organisational policy and strategies are adhered to. Provides informed feedback to assess and promote understanding.</p>	<p>Experience of working with partners in both public and private sector (Work together)</p>		✓
<p>Develops and provides regular reports to senior management on the Council's compliance with the Data Protection Act, highlighting any issues that present a reputational or material risk. Contribute to the recording and updating of data protection risks on the Council's Risk Register.</p>	<p>Comprehensive understanding of Project governance requirements (Take ownership)</p>		✓

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<p><b>SFIA Level 5 – IT Governance</b> Reviews information systems for compliance with legislation and specifies any required changes. Responsible for ensuring compliance with organisational policies and procedures and overall information management strategy.</p> <p><b>SFIA Level 4 – Quality Management</b> Uses quality management models and techniques to identify areas for improvement. Determines corrective action to reduce errors and improve the quality of the system and services.</p>			
<p>Keeping knowledge up-to-date in this rapidly-changing area of legal compliance and keeping senior management aware of best Data Protection practice as promoted by external regulators such as the Information Commissioners Office.</p>			
<p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p>			

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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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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input checked="" type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>

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"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>