

Data Protection Officer Job Description & Person Specification

Contract Type:	Permanent
Hours:	15 hours / 52 Week Contract
Salary:	RANGE 4 - £32,061 – 35,412 (FTE/37 hours), Actual salary for 15 hours is £12,998 - £14,356.
DBS Disclosure Level:	Enhanced
Reports To:	Quality Assurance Lead
Role Purpose:	<p>The Data Protection Officer is the Company's independent data protection expert, responsible for ensuring the Dorset Centre of Excellence meets its statutory obligations under the UK GDPR and Data Protection Act 2018. As the named DPO you will act as the primary point of contact for data subjects and the Information Commissioner's Office (ICO). The postholder oversees all aspects of data protection compliance - including data breaches, information rights requests, DPIAs, policy governance, and regulatory engagement - and provides impartial, specialist advice to leaders.</p> <p>In addition, the role undertakes any other ad hoc duties as directed by the Quality Assurance Lead to help support data accuracy, integrity, and compliant data workflows across the organisation</p>
Key Responsibilities:	<p>Data Protection Leadership</p> <ul style="list-style-type: none"> • Act as the named Data Protection Officer (DPO) for the Dorset Centre of Excellence. • Serve as the main point of contact for the ICO and for data subjects regarding data protection matters. • Provide expert advice to leaders on data protection obligations and compliance requirements. • Monitoring access to personal data. • Oversee compliance with UK GDPR, Data Protection Act 2018, and emerging regulatory changes. <p>Data Breach Management</p> <ul style="list-style-type: none"> • Monitor and manage the DPO mailbox. • Log and document all reported data breaches, near misses, and incidents. • Assess the severity and risk of each breach, determining whether it is notifiable. • Report notifiable breaches to the ICO within statutory timescales. • Maintain and update the organisation's data breach register.

Data Subject Access Rights Management

- Process and respond to Subject Access Requests (SARs) and other statutory information requests (e.g., deletion, rectification, restriction, Freedom of Information {FOI}).
- Ensure all requests are completed within statutory deadlines and in accordance with legal requirements.
- Liaise with internal teams to gather information efficiently and securely.

Information Governance, Policies & Compliance

- Conduct the annual review of all data protection policies, procedures, privacy notices, and compliance records.
- Maintain and update:
 - Records of Processing Activities (ROPAs)
 - Technical and Organisational Measures (TOMs)
 - Retention schedules
- Review and approve Data Protection Impact Assessments (DPIAs) and third-party data processing agreements for new systems, technologies, or processing activities.
- Monitor legislative and regulatory updates and implement all required policy and procedural changes.
- Provide guidance and training to staff on data protection obligations.
- Support the development of staff training relating to data compliance, including GDPR principles, data accuracy, and secure data handling.
- Establish and maintain a comprehensive GDPR information page on the staff intranet to provide guidance, templates, and policies.
- Collaborate with IT, the Quality Assurance Lead, and operational teams to ensure that system access controls, data flows, and user permissions reflect GDPR principles.

Data Management Support

- Oversee data storage, retention, archiving, and secure disposal procedures to ensure compliance.
- Support the Quality Assurance Lead in conducting audits of data, ensuring accuracy and quality of pupil data.
- Ensure that data collection and reporting activities involving personal data are compliant, including attendance registers, pupil performance information, and other statutory datasets.
- Support departments in embedding best practice information governance across the organisation.

	<ul style="list-style-type: none">• Assist in preparing documentation and compliance evidence required for inspections, audits, and external evaluations. <p>Wider Organisational Responsibilities</p> <ul style="list-style-type: none">• Maintain records in line with the organisation's retention schedule and data protection law.• Contribute as a key member of the shared services team to ensure effective organisational processes.• Undertake any duties commensurate with the role to support the efficient running of the school and company.• Uphold confidentiality and professionalism at all times and adhere to all company policies. <p>The following duties are ones which all staff are required to perform:</p> <ul style="list-style-type: none">• Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;• Observe health and safety procedures and work safely at all times;• To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;• Undertake any other duties as required by your manager to meet the changing needs and demands of the company;• Conduct yourself with professionalism, tact, and diplomacy always as a representative of the company.
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This job description is current at the date of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Data Protection Officer PERSON SPECIFICATION

Criteria	Qualities	Essential/Desirable
Qualifications & Experience	1. Demonstrates practical experience working in an administrative or compliance environment that requires a high degree of accuracy.	E
	2. Demonstrates experience in data protection compliance and Subject Access Requests (SARs).	E
	3. Experience in handling data breaches and reporting processes.	E
	4. Experience working in various people, communication, and business roles.	E
	5. Experience in providing confidential support to individuals or teams in an office environment.	E
	6. Experience in governance frameworks or regulated environments.	E
	7. Relevant professional qualification in data protection (e.g., C-DPO or ICSA qualification or equivalent) or willingness to work towards one.	D
	8. Strong IT and MS 365, Teams, Excel and Word skills	E
	9. Experience of conducting DPIAs and maintaining ROPAs.	D
Skills & Knowledge	10. Ability to work with a wide range of people from a variety of backgrounds and work to meet priorities, deadlines, and high standards.	E
	11. Demonstrates strong attention to detail, accuracy, and organisational skills.	E
	12. Ability to manage sensitive information confidentially and securely.	E
	13. Strong written and verbal communication skills.	E
	14. Outstanding communication and stakeholder management skills at all levels.	E
	15. Demonstrates an understanding and knowledge of GDPR and data protection legislation and principles.	E
	16. Ability to interpret and apply regulatory guidance.	E
	17. Willingness to work flexibly in response to the needs of the company.	E
Personal Attributes	18. Compassionate and honest.	E
	19. Highly proactive and resilient with a can-do attitude, able to work independently as the organisation's data protection expert.	E
	20. Ability to inspire confidence and trust in others.	E
	21. Ability to influence others' practice positively.	E
	22. Promoting the ethos and values of the Company to all stakeholders.	E
	23. Demonstrates a high level of integrity, professionalism, and confidentiality.	E

	24. Commitment to safeguarding and equality. 25. A person with integrity and a strong moral compass. 26. Pro-active, enthusiastic, resilient, and positive with an open mind to change. 27. Respect and value the different experiences, ideas and backgrounds others can bring to work and to teams.	E E E E
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