ROLE PROFILE

Role:	**Data Protection Manager**
Reports To:	Legal & Governance Director
Role Profile dated	December 2024
Signed as approved and correct by line director	*Maria Papadopoulou*

This role profile consists of two sections:

1. *The **Job Specification** sets out the purpose, business outcomes and key responsibilities.*
2. *The **Person Specification** sets out the qualifications, experience and behaviour expectations.*

Job Specification

Role Purpose:

To lead the ECITB's data protection initiatives and ensure compliance with the **UK GDPR**, the **Data Protection Act 2018**, and other relevant legislation. To work proactively as the organisation's subject matter expert, promoting best practice and developing policies and procedures to support this.

To assess new legislation or other regulatory changes and make recommendations as necessary to ensure that risks are mitigated as well as ongoing compliance.

As part of a small team, to support the smooth running of legal and compliance checks, and provide a responsive, high-quality service to colleagues across the organisation.

Business Outcomes:

To be successful in this role the Procurement Manager must:

- Partner with teams across the business to ensure compliance with the UK GDPR and other data protection regulations, minimizing the risk of reputational damage.

- Enable data-driven decision-making by ensuring accurate, compliant, and well-documented data handling practices across the organization.

- Foster a culture of accountability and privacy-awareness, empowering employees to handle data responsibly and strengthening organisational resilience against potential data threats.

Key Responsibilities:

- Own, update and maintain the organistion's data protection policies, ensuring they reflect current best practices, legal requirements, and organisational policies.

- Provide specialist advice and recommendations across a range of data protection topics including individual rights requests, data breach management and data sharing.

- Lead on the completion of Data Protection Impact Assessments and Legitimate Interest Balancing Exercises.

- Lead on the delivery of a data protection training and awareness programme.

- Identify and address areas where the organisation needs to review strategy, policy or procedure, or increase colleague awareness and training.

- Create and maintain documentation that provides evidence of legal and regulatory compliance.

- Support the development and implementation of relevant policies, processes and procedures, maintain an appropriate review cycle and ensure joined up working is taking place across teams in order to support and achieve organisational strategic aims.

- In partnership with the IT department, develop and deliver new ways of working which strengthen data protection compliance and promote continuous improvement.

- Conduct internal audits to ensure ECITB's policies and procedures are adhered to.

- Ensure adequate data mapping and DPIAs are undertaken and recorded as appropriate.

- Ensuring all new and inflight projects are supported with the appropriate level of data and privacy expertise.

- Advise the business on relevant case law and other legal and regulatory developments.

Role Parameters:

- This role has responsibility for overseeing data protection practices across all the business, lead the implementation of data protection initiatives and compliance frameworks and support cross-organisation data protection and privacy work as required.
- Required to be full-time, home based with reasonable flexibility regarding working arrangements.
- This role will require an element of travel to meet business needs and flexibility to attend short notice meetings in central London and at our head office.
- This role requires a Basic DBS check to be made before employment can start.

Person Specification

Experience & Qualifications

Essential

1. First degree education or equivalent experience in a relevant discipline, or a relevant qualification preferably in a legal or technical topic (Certified Information Privacy Professional (CIPP/E) preferred).
2. Minimum of 5 years' previous experience interpreting and applying data protection laws, including UK and European Privacy Regulations.
3. Experience in providing tools and mechanisms for staff to conduct their duties related to data protection.
4. Proven track record in data protection or a related compliance role, with strong knowledge of the UK GDPR and the Data Protection Act 2018.
5. Familiarity with privacy management tools, data governance frameworks, and cybersecurity principles.
6. Experience of implementing privacy and data protection compliance programmes and completing and monitoring Data Protection Impact Assessments.
7. Deep understanding of DPA, GDPR, PECR, and future data privacy legislation, best practices, and relevant case law for a commercial tech organization.
8. Experience in influencing and persuading internal senior stakeholders in either a relationship management or business development capacity.
9. Excellent work organisation skills, ability to balance multiple projects and meet competing deadlines.

Desirable
10. Education and training sector experience.
11. Some experience of risk management processes.
12. Excellent interpersonal skills and an ability to work effectively across teams.
13. First-rate written and oral communication. Ability to communicate succinctly and clearly in a wide range of formats to expert and non-expert audiences. Able to tailor messages for different audiences.
14. Experience of applying reason to situations and forming sound judgements and decisions.
15. Excellent negotiating and persuading skills. Ability to interact confidently with senior stakeholders and secure buy-in.
16. Good analytical and interpretation skills including statistical analysis to handle business and technical information effectively.
17. Good communication skills (including written, presentation, reasoning and IT skills) particularly in producing reports and procedures.

CoreCompetences

These competences apply to everyone working for the ECITB. They represent the behaviours that promote individual and corporate success and high achievement. They should be read in the context of each individual job and take account of the job's scope and level of responsibility and complexity.

1. Business Acumen

Understands general business and financial concepts. Understands the ECITB and the ECI business, and uses both general and specific knowledge to make appropriate judgements in decision making and dealing with employers and other stakeholders.

2. Delivering quality results

Maintains a high level of commitment to personally getting things done.   Delivers results and takes personal responsibility for achieving outcomes. Works effectively with little direction, and is dependable and responsible. Strives for high quality and effective outcomes. Finishes what is started and demonstrates persistence.

3. Customer Focus

Understands that customers are internal and external. Understands customer business needs and provides appropriate solutions. Anticipates, listens to and values customers' needs, suggestions and feedback. Ensures own work output is aligned with customer (internal or external) and stakeholder needs and anticipates future requirements.

4. Planning & Organising

Demonstrates effective organising and planning skills according to organisational and role needs by defining objectives and anticipating needs and priorities.   Sets and achieves realistic goals and effectively anticipates deadlines and delivers required results. Where required, liaises with colleagues to use available resources effectively to simultaneously handle several projects. Demonstrates good time management and prioritising skills to handle multiple tasks and deadlines, and develops contingency plans in anticipation of possible obstacles. Constructs realistic time frames for completion and monitors progress.   Is able to effectively manage own time and where required, the time of others.

5. Teamwork and Collaboration

Works effectively and collaborates with others toward a common goal. Able to build and maintain cooperative work relationships with others, and values others' input. Completes own tasks for group projects in a timely and responsible manner and directly contributes to reaching the group goal. Assists others to support the group goals.

6. Problem Solving

Demonstrates sound ability to analyse and solve problems within scope of role, through careful rational evaluation of information, and consideration of possible alternatives and consequences. Capable of generating or contributing to effective solutions to problems.   Avoids making snap decisions with little or no sound rationale.   Able to apply analytical and creative skills depending on the nature of the problem, and persistence to work at the problem until it is resolved.

7. Leadership, taking responsibility

This is both leading others and self-leadership. Regardless of the personal level of seniority, is an active member of the team, taking responsibility, communicating and respecting others' opinions, recognizing opportunities to help out, and offering to take

initiative to get things done. Setting a good standard for others to follow. Understanding the organisation's culture and people so that taking initiative is effective i.e. without stepping on toes. . Where leading others, setting clear vision and purpose, establishing realistic and measurable results expectations, building rapport and sense of team, holding self and others accountable, motivating others, and removing barriers.

8. Communication Skills

Communicates effectively, both verbally and in writing, to a wide range of different audiences in formal and informal settings so that the audience understands the message and a degree of influencing is achieved (as appropriate to the requirements of the role). Messages are clear and unambiguous, use of English is accurate, a professional business tone is adopted.

9. Professional behaviour

Conducts self in a responsible manner and treats others with respect. Responds to work-related problems, pressures, and obstacles in a rational and positive manner. Upholds ECITB's values, shows respect for diversity, and demonstrates a high level of integrity so that the ECITB 'brand' and reputation is enhanced. Demonstrates tenacity and resilience, supports colleagues, and is work-focused and reliable in working hours.

10. Delivering continuous improvement / adapting to change

Seeks opportunities to improve current processes, procedures, systems and methods to promote reliability, quality, and efficient output. Dedicated to the improvement of current work processes. Having a disciplined and detail orientation to own work and constantly looking for ways to improve or willing to alter current practice. Encourages others to apply similar discipline to achieve continuous improvement. Looks for new and innovative ways to deal with changing demands and achieve objectives.