

JOB DESCRIPTION

Job Designation/ Service	Data Governance Advisor
Responsible to	Head of IS
Direct reports:	0

Introduction:

This role is focused on the governance of data working practices and data control. We are looking for someone to ensure our compliance with GDPR legislation, including the handling of SAR requests, improving policies for stored data, hosting monthly stakeholders meetings with various departments and ensuring compliance.

This role will also play a part in our internal and external reporting function, including the auditing of reporting systems, monitoring of data incidents and reporting of risks and issues.

You will also assist in ensuring new software or processes comply with regulations, in particular GDPR. This role will involve auditing data, policies and processes to ensure compliance in addition to assistance in improving these policies and processes.

In the role you will be self-starting and have the ability to take on projects using your expertise and knowledge. We are looking for someone who can work independently as well as part of a team.

Main Responsibilities and Specific Outcome Area's:

Subject Access Request,

- Ensuring all requests for personal records are dealt with efficiently and in keeping with the law.
- Processing all associated documentation regarding appropriateness of requests, photocopying, consents and identification checks ensuring that processes are consistent, transparent and legally compliant.
- Ensuring adequate mechanisms are in place to retrieve records, copy records and to liaise with relevant staff across the organisation, where the need arises regarding disclosure.
- To prepare, including redacting, documents for release, ensuring that appropriate legal exemptions are applied.
- The nature of this job requires the post holder to read records that contain emotional and distressing circumstances such as abuse and self-harm. For these reasons it is necessary for the post holder to have a high degree of emotional resilience.

Record management

- **Reviewing the company data to ensure compliance with legislation**
- Auditing and creating inventories of information created and stored within the organisation.

- Ensure that all paper records are processed and tracked in accordance with the company policies and procedures.

General

- To keep up to date with new developments and service changes in relation to records management and subject access requests, as part of an individual development plan.
- To carry out the duties of the role in a confidential manner.
- To actively promote good practice within the department and report through any issues of concern relative to the service provision and job.
- Any other duties that may be required.
- Fulfil the DPO (Data Protection Officer) role within the company.
- Manage GDPR Compliance and improve internal systems
- Manage and complete SAR requests
- Understand and monitor Data retention
- Monitor and facilitate reporting tools
- Host stakeholder meetings to improve GDPR compliance
- Develop guidelines for process changes in accordance with data regulations
- Serve as a point of escalation for data governance and working closely with the wider team to ensure best practice.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed.

Health and Safety

A Wilderness Way Ltd aim to provide and maintain a positive, safe, and healthy working environment for our employees. In support of this, all employees are required to take reasonable care of themselves and others who may be affected by their actions as well as comply with Health and Safety regulations and other requirements.

Equal Opportunities

A Wilderness Way Ltd supports Equal Opportunities in Employment and opposes all forms of unlawful discrimination on grounds such as colour, race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religion or belief and age. You are expected to comply at all times to the Company's EO Policy and Guide to Equality document.

Safeguarding

AWW Ltd is committed to safeguarding and promoting the welfare of those individuals covered by regulated activity and expects all staff to share this commitment. It is an essential requirement that staff are aware of AWW Ltd's safeguarding procedures and staff have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

Person Specification		
QUALIFICATIONS:	Essential	Desirable
Educated to Degree Level or otherwise suitable experience.	✓	
KNOWLEDGE & EXPERIENCE		
Knowledge of Information Governance principles, including the Data Protection Act 2018/ General Data Protection Regulations	✓	
Previous DPO (Data Protection Officer) experience.	✓	
Previous experience of Risk Management in a Data Environment		✓
Experience working with Children's data or Social Care Data		✓
Experience or understanding of IS0270001		✓
PERSONAL QUALITIES		
Strong interpersonal skills to drive through relevant process changes	✓	
Outgoing and happy to arrange and host meetings with Department Heads	✓	
SKILLS & ABILITIES		
Excellent time management skills combined with the ability to work on own initiative and exercise own judgment with discretion	✓	
Analytical and Problem-Solving Skills	✓	
Computer literate (Microsoft Office - Word, Excel, knowledge of Database packages)	✓	
Good written and oral communication skills.	✓	
Adaptable, confident and approachable team player who has meticulous attention to detail.	✓	
Other work-related requirements		
<ul style="list-style-type: none"> Ability to support the core values of A Wilderness Way. 	✓	
<ul style="list-style-type: none"> To have an understanding of and positive belief in the promotion of inclusion and equal opportunities for all. 	✓	
<ul style="list-style-type: none"> Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service OR hold a satisfactory enhanced DBS check for the correct workforce plus existing registration for the Update 	✓	

Service		
<ul style="list-style-type: none">• Full UK manual driving licence holder, preferably with no more than 6 points. Access to own vehicle for travelling between sites.	✓	