

ROLE PROFILE

Role Profile			
Job Title	Data Protection Officer (Maternity Cover – 12 Months)	Salary	£35,000-£40,000
Section		Department	Cyber & Data Protection
Reports to (Job Title)	Information Security Manager		
Suitable for Job Share (Y/N)	N	If No state reason	Not suitable for role
Location	Field-based from 2 Derriford Business Park Plymouth PL6 5QZ	Shift Pattern	Monday-Friday
DBS check required	Yes		

Job Purpose	<p>The purpose of this customer-funded role is to be named as the Data Protection Officer (DPO) for all subscribed GP Practices in Devon.</p> <p>The individual will deliver the DPO role to provide independent information governance guidance and advice to support GP Practices' compliance with common-law duty of confidence, Records Management, Data Protection Act 2018, and Caldicott Guardian standards.</p> <p>The role may require travel to customer locations, and conferences across the Southwest region.</p> <p>Legal advice is outside the scope of the role.</p>
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Accountabilities	<p>Develop, implement, promote, monitor, and maintain GP Practice compliance with the Data Protection Legislation. Ensure GP Practices are up to date and disseminate any changes in the legislation to key members of staff.</p> <p>Provide an effective service to the subscribed GP Practices. Self-motivated and able to work flexibly and with autonomy to manage workload and meet their needs.</p> <p>Provide specialised advice and support to GP Practices on all aspects of Data Protection and Confidentiality.</p> <p>Support the creation and maintenance of Information Governance Policy, Procedures, Processes for GP Practices.</p>
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	<p>Support GP Practices to ensure they maintain a Records of Processing Activities (Data Mapping) to evidence compliance with data protection law.</p> <p>Produce awareness materials for the GP Practices, such as newsletters, posters, lunch and learn or similar sessions, as required.</p> <p>Monitoring of NHS England, NHS Improvement, NHS Digital, NHSx, Information Commissioner's Office and other relevant websites to provide latest guidance and changes in legislation, incorporate this research into newsletters for GP Practices.</p> <p>Advise on all elements of processing personal data, and on the requirements and implications of Data Protection Legislation and other relevant laws.</p> <p>Advise on incident/breach assessment and support Data Security and Protection Toolkit reporting to NHS England and reporting to the Information Commissioner's Office (ICO).</p> <p>Advise on post-incident reviews and recommend actions for practice implementation.</p> <p>Where necessary, leading or directing Subject Access Requests and dealing with Data Breach Reviews and investigations where highly specialist knowledge is required.</p> <p>Review and advise on Data Privacy Impact Assessments (DPIAs) and providing templates for customer completion.</p> <p>Co-ordinate information governance activities with DPOs locally, regionally, and nationally in relation to information management activities and attend such information governance meetings, as necessary.</p> <p>To be aware of national changes to policies pertaining information governance and to translate these into practice.</p> <p>Serve as an independent point of contact for the ICO.</p> <p>Sign-posting customers to seek legal advice when relevant.</p> <p>The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed.</p>
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<p>Experience, Knowledge, Skills and Qualifications</p>	<p>Expert Knowledge of Data Protection Legislation (e.g., UK GDPR, Data Protection Act, Privacy Electronic Communication Regulations) and how this legislation interacts with other Legislation (e.g., Health and Social Care Act, NHS Act, Mental Capacity Act etc).</p> <p>Diploma level education in relevant subject and/or experience working in the NHS.</p> <p>Experience or understanding of the NHS (particularly General Practice).</p> <p>Law degree or relevant working experience (desirable).</p> <p>Ability to work independently and to take responsibility appropriate to the role and to plan, organise and structure work. Ability to effectively manage and prioritise own workload.</p>
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	<p>Basic understanding of Office 365 and standard keyboarding skills.</p> <p>Demonstrable understanding of relevant statutory frameworks applying to data governance such as the Data Protection Act and UK GDPR.</p> <p>Demonstrable knowledge of data governance principles and practices.</p> <p>Evidence of experience in dealing with personal/commercially sensitive data and information.</p> <p>Demonstrate good analytical and evaluative skills with a strong ability to extract information by questioning, actively listening and interviewing.</p> <p>Clearly communicate effectively in a variety of situations such as presentations, workshops, and interviews.</p> <p>Ability to support and advise on risk management.</p> <p>Exceptional Customer Service, and presentation skills.</p>
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<p>Corporate Standards</p>	<p>In accordance with Delt organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delts policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p> <p>Undertake all duties with regard to Delt's equalities policy and relevant legislation.</p> <p>In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behavior for them and their team(s).</p>
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