



Role Profile

Data Protection Specialist

Reference No:	A3983		
Service:	Legal & Democratic Services		
Job Family:	Legal/Democratic Services	Grade:	FC7

Purpose

Providing data protection advice and guidance to all stakeholders.

Carrying out Data Protection Impact Assessments.

Monitoring, investigating and reporting data protection breaches within statutory time scales.

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.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Acting as central point of contact for all data protection compliance issues and ensuring the organisation's compliance with Data Protection Principles.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Educated to SCQF level 8 which includes HND or SVQ level 4 or equivalent in a relevant discipline or equivalent experience

✓

Data Protection Practitioner Certificate or equivalent

✓

Experience of applying the Data Protection Act

✓

Experience of advising on data protection issues and

✓

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	investigating potential breaches		
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 (DPIA'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	✓	
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	✓	
Developing and implementing opportunities to work more effectively with partners.	Experience of working with partners in both public and private sector		✓

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<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.</p> <p>Contribute to the recording and updating of data protection risks on the Council's Risk Register.</p>	<p>Comprehensive understanding of Project governance requirements</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>Evidence of on-going commitment to personal and career development.</p>		✓
<p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p>			

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
<p>Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.

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