



Designated Data Protection Officer

| | |
|---------------------------|---|
| Job title | DfT Group Designated Data Protection Officer and Integrity and Propriety lead for DfT (C) |
| Department | Governance and Assurance |
| Grade | G6 |
| Security Clearance | SC |

Context

The General Data Protection Regulation (GDPR), came into force across the EU on 25 May 2018. This provides a modernised, accountability-based compliance framework for data protection. It makes it mandatory for all Data Controllers (in this case DfT with its executive agencies is a single Data Controller) to 'designate' a Data Protection Officer (DPO). The role will therefore be a statutory role and have responsibilities covering the agencies as well as the central Department. The new framework puts greater emphasis on public authorities being able to demonstrate compliance with the data protection regime. The DPO will oversee compliance and embed a 'privacy by design' culture, with this newly created post at the heart of the new legal framework.

The GDPR has resulted in a significant increase in responsibility for the DPO role (further background can be provided).

Additionally, the post holder will be the Integrity and Propriety Senior Subject Matter Expert (SME) for the central department. This covers areas like conflicts of interest and whistleblowing.

Purpose of the role/Key Responsibilities

- Working autonomously and effectively to create and develop the Data Protection Officer role for the DfT group.
- provide leadership in raising the profile of data protection compliance across the DfT and with those staff responsible for managing projects or work-streams that involve the processing of personal data — this will involve close working with colleagues across the department.
- the DPO will be required to use judgement and experience to bring key risks, issues and solutions to the SIRO and ExCo. They will provide advice on mitigating risks around data protection processing activities and data protection impact assessments..
- report to the Board on significant data protection issues, providing assurance to the Board on data protection compliance,
- monitor performance against the changes being introduced by the new regime to include a system of regular reporting and to include a programme of audits of personal data processing activities.
- a key part of the role will be to maintain good relations with the Information Commissioners Officer (ICO) as regulator for the GDPR. To ensure that DfT are aware of, and acting on developments and case law. This includes acting as the contact point in the event of a notifiable data breach and ensure that it is reported within the 72 hour deadline.



- contribute to domestic and international policy and legislative proposals, influencing their development and managing their impact on the work of the DfT.
- develop awareness of whistleblowing policies within the department, and represent DfT at the cross-government whistleblowing group
- lead a team of approx. 5 GDPR specialists, professionalising the team, developing staff and managing the delegated budget
- build expertise in conflicts of interest advising, the most senior colleagues and Ministers on complex issues

Person specification

Essential criteria

The successful candidate should be able to demonstrate:

1. A good knowledge and understanding of national and European data protection laws and practices including GDPR and a willingness to become an expert in the resulting related UK legislation as well as Whistleblowing policies and Conflicts of Interest issues.
2. A good understanding of information technologies and data security and the relationship between these and data protection.
3. Ability to work independently, driving forward delivery.
4. Excellent influencing skills.
5. Ability to interact effectively with people at all levels of the business, exercise leadership and influence change.
6. Proven track record of overseeing and improving compliance, identifying opportunities to improve operational processes in support of this, along with an ability to promote a data protection culture within organisations.
7. Experience of working in a high-profile and complex political and business environment, working with senior official and Ministers and dealing with competing challenges.
8. Demonstrable experience providing high quality advice and briefing and of building relationships and respect at the most senior levels within organisations, both supporting but also challenging senior stakeholders.
9. Strong analytical skills, including the ability to convey analytical information effectively to senior audiences, both written and orally.



Civil Service Competencies

The following are the essential civil service competencies required for the post holder, as selected from the Civil Service Competency Framework 2012 - 2017. Setting Direction / 1. Seeing the Big Picture

- Identify implications of Departmental and political priorities and strategy on own area to ensure plans and activities reflect these
- Ensures relevant issues relating to their activity/policy area are effectively fed into strategy and big picture considerations
- Bring together views and perspectives of stakeholders to gain a wider picture of the landscape surrounding activities and policies

Setting Direction / 3. Making Effective Decisions

- Ensure the secure and careful use of all government and public data and information within their area of activity and Department
- Analyse and evaluate data from various sources to identify pros and cons and identify risks in order to make well considered decisions
- Draw together and present reasonable conclusions from a wide range of incomplete and complex evidence and data – able to act or decide even when details are not clear

Engaging People / 4. Leading and Communicating

- Be visible to staff and stakeholders and regularly undertake activities to engage and build trust with people involved in area of work
- Confidently engage with stakeholders and colleagues at all levels to generate commitment to goals
- Be open and inviting of the views of others and respond despite pressure to ignore, revert or concede

Engaging People / 5. Collaborating and Partnering

- Actively build and maintain a network of colleagues and contacts to achieve progress on objectives and shared interests
- Encourage contributions and involvement from a broad and diverse range of staff by being visible and accessible
- Actively involve partners to deliver a business outcome through collaboration that achieves better results for citizens

Engaging People / 6. Building Capability for All

- Ensure that individual and organisational learning and talent development opportunities are fully exploited in order to enhance organisational capability
- Identify capability requirements needed to deliver future team objectives and support teams to succeed in delivering to meet those needs
- Prioritise and role model continuous self learning and development, including leadership, management and people skills

Delivering Results / 9. Managing a Quality Service

- Make clear, pragmatic and manageable plans for service delivery using programme and project management disciplines
- Ensure the service offer thoroughly considers customers' needs and a broad range of available methods to meet this, including new technology where relevant

- Ensure adherence to legal, regulatory and security requirements in service delivery and build diversity and equality considerations into plans