JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Senior Business Analysis and Development Officer (EDPR Compliance)

DEPARTMENT: Records and Information Management, Customer and Business Services

DIRECT REPORTS: 0

SALARY: Level E

MAIN PURPOSE OF THE ROLE

Planned reforms to European data protection regulation in 2018 require those processing personal information to review their current information rights compliance arrangements.

The ICO regulates data protection compliance in the UK. We also comply with the legislation we oversee.

Accountable to the Information Governance Steering Group, the post holder will lead a project focused on the analysis of current, and the development of future, information rights practice and compliance arrangements within the ICO.

KEY OUTCOMES OF THE ROLE

- Lead the ICO’s internal EDPR compliance project through to post-implementation review within time/cost/quality constraints.
- Analyse existing processes and apply information rights knowledge and or benchmarking to ensure that you deliver effective and fit-for-purpose solutions.
- Work closely with the business throughout the project, eg via requirement gathering workshops, progressing outputs to meet clear and achievable objectives.
- The production of a realistic and detailed project plan designed to support the continuous development and improvement of the ICO’s information rights practice and compliance arrangements.
- Ensure that project administration is completed effectively including the preparation of relevant signoff points/gateway reviews and production of all key project documentation.
- Identify and manage any risks involved in the project, including the development of contingency plans, in liaison with the project sponsor as appropriate.
- Report progress to the Information Governance Steering Group and prepare and deliver any other progress reports as required.
• Build strong and effective working relationships with internal stakeholders and external third parties, such as IT suppliers, as required.
• Keep up to date with interpretation and application of data protection requirements.
• Ensure that change control is managed effectively throughout the course of projects.
• Champion the project outcomes and manage the roll-out into the organisation.

PERSON SPECIFICATION

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<th>How Assessed</th>
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| **Education and Qualification** | Educated to degree level in a relevant discipline  
Or  
Substantial work experience at a level demonstrating graduate ability. | Application |
| **Work Experience** | In-depth knowledge and experience of **at least one** of the following:  
• Data protection legislation  
• Project management  
• ICO systems and working practices. | Application and interview |
| **Knowledge, Skills And Ability** | Excellent written and verbal communication skills.  
Ability to work under pressure and deal with a demanding workload which may include conflicting demands on time.  
Ability to apply complex legislative requirements to services and processes.  
Good judgement, with the ability to make considered decisions.  
Ability to work on own initiative and as a member of a team.  
Personally effective and achievement driven | Application and interview |
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<th>High level of attention to detail and accuracy</th>
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<td>Very strong interpersonal skills, including the ability to negotiate and to build and maintain good working relationships both internally and externally, up to and including senior management level.</td>
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