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| **Job Details** | |
| Job Title | Data Protection Officer |
| Grade | F (salary band £39,674-£40,666) |
| Location | Callaghan Square, Cardiff.  Flexible/agile/home working is possible, although regular visits to the Callaghan Square office will be required.  Other infrequent attendance throughout Wales may be required for meetings, training and visits to Bishops’ Offices. |
| Contract Type | Permanent |
| Working Hours | Full-time (34.75 hours per week)  Applications from candidates interested in alternative work patterns will be considered; however, business needs may place limitations on the arrangements offered. |

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| **Selection Process** | |
| Closing Date | 3rd December 2021 at 10:00 |
| Interview Date(s) | 9th December 2021 (via Teams) |
| Selection Process | Applicants who are successful at the shortlisting stage will be invited to attend an interview and assessment based on the requirements of the role.  The successful candidate will be required to complete a satisfactory basic DBS check |
| Contact Details | Peopleservices@cinw.org.uk / 029 2034 8240 |

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| **Job Purpose** |
| The Representative Body of the Church in Wales is the national administrative body of the Church in Wales. It is data controller for a significant amount of personal data, including sensitive personal data, relating to all areas of activity of the Church. It also issues guidance and best-practice information to the other bodies which together make up the Church in Wales.  Situated within the Representative Body’s office, The Archbishop’s Registry holds, on behalf of the Archbishop of Wales, the clergy personal files of the Bishops of the Church in Wales and other clergy appointed to national roles. The clergy personal files are a record of a minister’s selection, training, appointments and related material and will be maintained by the Data Protection Officer. Policies relating to these files have been reviewed recently following recommendations from the Independent Inquiry into Child Sexual Abuse (‘IICSA’). The Data Protection Officer will also be responsible for issuing advice to Bishops’ offices on the keeping of clergy personal files at a local level. Additionally, the Archbishop’s Registry also manages personal data relating to clergy and employees who have been subject to formal disciplinary proceedings.  You will be responsible for ensuring that the organisation’s data handling is of the highest standards and in compliance with all relevant laws and regulations, whilst furthering the aims of the organisation and Church in assisting efficient and helpful transmission of information both internally and externally. You will be the individual responsible for liaising with the relevant regulator (the Information Commissioner’s Office) as appropriate. |

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| **Reporting Structure** | |
| General Counsel & Head of Legal Services  Data Protection Officer | |
| Reports to | Day-to-day: General Counsel & Head of Legal Services.  In accordance with Information Commissioner’s Office guidance, direct access to the highest levels of management and goverenance (Chief Executive/Chair of Trustees) is available at all times. |
| Responsible for | Providing advice and professional guidance to the officers responsible for managing clergy files in the six Bishops’ Offices (PAs/EAs) |
| Primary Contacts: | People Services Team, Communications & Technology Team, Bishops’ PAs, Legal Team, Governance Team, Safeguarding Team. |

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| **Main Duties and Responsibilities** |
| 1. Identify and evaluate the organisation’s data processing activities and reporting on them to senior management and governance bodies; 2. Monitor data management procedures and compliance within the Representative Body; 3. Respond to Data Subject Access Requests on behalf of the Representative Body; 4. Write, monitor and update Privacy Notices, data protection policies and other guidance documents, including on the national website; 5. Perform periodic audits and determine whether any amendments to procedures and policies are required; 6. Liaise with partner bodies and outside organisations with whom the organisation shares data (including updating/monitoring/establishing data sharing agreements) and with regulators; 7. Analyse and respond to data breaches, including reporting to the Information Commissioner’s Office where required. Be the primary point of contact with the ICO for all other matters including consultations and audits; 8. Arrange and/or deliver training on GDPR compliance and information sharing for employees and officers; 9. Provide best practice guidance, advice and support to the Bishops’ PAs and Chaplains in their oversight of the clergy personal files; 10. As manager of the Archbishop’s Registry, ensure that:     1. The clergy personal Files of the Bishops of the Church in Wales and other clergy employed by the national office are kept accurate and up-to-date; and     2. The Archbishop’s Registrar’s List of clergy subject to disciplinary findings is kept up-to-date and reviewed in accordance with the relevant regulations; 11. Undertake any other duties as required commensurate with the role/grade. |

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| **Knowledge, Skills, Qualifications and Experience** |
| **Essential**:   * Educated to degree level or can demonstrate equivalent intellectual development; * Significant experience of handling data subject access requests and/or data breaches; * Experience in drafting and/or updating privacy notices and policies * Excellent organisational skills and attention to detail; * Ability to manage own workload and work on own initiative; * Solid and demonstrable knowledge of data protection law and best practice; * Ability to work as part of a team and in collaboration with others; * Integrity and strong professional ethics; * Good numeracy and literacy skills; * Proven ability to establish and maintain a high degree of confidentiality, respect, trust and credibility at all levels of an organisation; * Demonstrable communication skills to address different audiences, from Archbishops to trainee clergy, trustees to data subjects, senior managers to lawyers, from IT staff to regulatory bodies’ * An empathy with the mission and ministry of the Church in Wales. |
| **Desirable**:   * An understanding of the organisational structures of the Church in Wales; * Welsh language skills/the ability to communicate in Welsh; * Experience in developing and/or delivering legal and/or technical training for professionals; * Advanced IT skills and knowledge of data processing and security systems; * Qualification or certification in data protection/privacy; * Full driving licence. |