



Person Specification

Job Title

GDPR Compliance Officer

Qualifications



Desirable

- | | |
|--|---|
| 1. Formal GDPR qualification or qualified through experience | A |
| 2. Formal ICT Project Management qualification or qualified through experience | |

Key skills

Essential

- | | |
|---|---|
| 1. Level of literacy at a standard to be able to follow written instructions and basic calculations | I |
| 2. Empathy with learners and citizens and skills / attitude to empower and inspire them to meet their potential | I |
| 3. Interpersonal and communication skills (written and in person) to liaise with customers, suppliers and staff at all levels | I |
| 4. A strong understanding of GDPR and other security methodologies | I |
| 5. A strong background in Software and Data Management | I |
| 6. Strong ability to meticulously document and sort large data sets | I |

Experience

Essential

- | | |
|---|-----|
| 1. Demonstratable experience working in a supporting role | A/I |
| 2. Pragmatic problem solving | A/I |
| 3. Previous GDPR and data Management experience | I |
| 4. Experience of working with confidential information | I |

Desirable

- | | |
|--|-----|
| 1. Education or third sector experience | A |
| 2. Prince 2 or Agile Project Management experience | A/I |
| 3. Third party application management | A/I |

Knowledge

Essential

- | | |
|--|-----|
| 1. Customer service skills | A/I |
| 2. Data management of complex data driven projects | A/I |
| 3. GDPR and IT security | A/I |

Desirable

- | | |
|--|---|
| 1. Windows Server and Office 365 experience | I |
| 2. Previous experience of Sharepoint development and PowerApps | I |
| 3. Safeguarding and Prevent knowledge and application to IT role | I |

Other personal requirements

Essential

- | | |
|--|---|
| 1. Full UK driving licence and access to a vehicle | I |
| 2. A respectful and inclusive attitude to service users and colleagues | I |
| 3. Approachable and helpful | I |
| 4. Able to effectively manage a varied and sizeable workload | I |
| 5. Interest in continuing professional development | I |

✓ How we intend to assess your match with our person specification

A Application Form

C Assessment Centre

I Interview