



Role Profile

Job Title

ICT GDPR Compliance Officer

Salary range	Point 44
Contract	Perm, 52 weeks
Main location	Portland Charity Mansfield Campus
Hours and basis	37.5 per week with flexible hours
Reports to	Head of Information Services
Date of issue	October 2025

Why Portland Charity needs this role

Portland Charity is a charity providing education, care and work opportunities to people with learning disabilities based with its head office and corporate services at the Harlow Wood campus close to Mansfield. The collage also has two remote campus locations in Nottingham as well as five Portland Pathways Offices. The Charity also owns Pollyteach and Jumpstart AP which both offer opportunities to key stage two pupils who cannot obtain a normal route to education. These businesses are split into six remote locations. The College currently caters for over 600 learners, citizens and residents with circa 700 staff who rely on the IT network and software to learn, live and work effectively and to keep safe 365 days a year

The role has no direct people management and works closely with key contracts, peer managers, and all areas of the business to provide GDPR compliance across the charity.

What you will be doing

Operational:

- Responsible for creating and maintaining our Information Asset Register
- Actively audit and investigate all uses of data across the charity and provide robust reporting on areas for improvement
- Responsible for reacting to SAR and DSAR requests from our Director of Finance and Compliance to deliver redacted and audited reports safely within timescales
- Continual service improvement of ICT network for key stakeholders
- Work with the Head of Information Services to develop and maintain a change management board within ICT involving key business stakeholders
- Ensure IT systems remain compliant and secure in line with current cyber initiatives such as Cyber Essentials
- Support the Head of IS Services in the development of the data roadmap
- Contribute to the Charity Data committee and produce quarterly reports to the committee board covering the results of audits, key data changes and areas of improvement, and any ongoing SAR/DSAR requests

Strategic:

- Maintain and assist in development of the ICT Business Continuity Plan and DR roadmap including regular documentation and testing
- Work with the Charity Data Committee at meetings and boards
- Drive innovation into ICT and the wider college by leveraging new ICT technologies

Other:

- Promote all college policies and procedures and ensure they are followed by staff and service users
- Be responsible for own professional development so that appropriate technological solutions are proposed and implemented within budget parameters



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- Develop relationships with GDPR officers and managers in peer organisations and attend regular catch ups and external events for continued professional development
- Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job

Key results we want to see from this role

- Outstanding satisfaction levels from service users
- Industry standard GDPR and data management processes
- Work with the Head of Information Services to look at capital requirements across the charity
- Improved integration of data and reduction in duplication across the digital estate

Dimensions of the role

- Management of the information asset register with an ability to report accurately on data locations and usages.
- Reporting on all aspects of Data Consumption within the charity
- Support in planning the IT capital expenditure

Key work relationships

- Head of Information Services
- ICT Network Manager
- ICT Application Project Manager
- Service Managers
- Director of Finance and Compliance
- Peer organisations

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.