

Data Privacy Manager

Closing Date: Friday 6th August, 2021

Location: London, Sheffield, Birmingham, Nottingham & Glasgow

Salary Range: London £36,798, National £30,989

Interviews: Friday 20th August 2021

The Role

We're recruiting for two Data Privacy Managers on two year fixed term contracts here at [MoJ Digital & Technology](#), to be part of our warm and collaborative Data Privacy Team.

Knowledge and information are the lifeblood of the Ministry of Justice (MoJ). They can transform the way we deliver public services as well as the relationship between government and public. It is important for the Department to show that we are capable of handling information carefully as well as making it readily available and widely accessible wherever we can and should. Managing information well can have a direct impact on our ability to deliver core services to our customers.

The Security and Privacy Team is responsible for helping business groups across the department manage and use personal information in a manner compatible with the law. Its core function is to promote compliance with the Data Protection Act (DPA) 2018 and the General Data Protection Regulation across policies, projects, processes and services which involve personal data, through the provision of bespoke advice, training and guidance to business areas.

Reporting to the Data Privacy Strategic Lead you will have a leading role in contributing to improvements to the way the department manages its personal data including responsibility for promoting adherence to and providing guidance across a vast spectrum of business areas on information legislation; you will also be part of the management of high impact incidents involving personal data.

To help picture your life at [MoJ D&T](#) please take a look at our [blog](#) and our [Digital & Technology strategy](#).

Key Responsibilities of the role:

- Act as principle point of contact for a number of the MoJ's component agencies/ organisations and central work-streams; providing expert advice and guidance on the application of data protection legislation in their business area and particular circumstances. You will have to deal with complex issues and will need to be able to produce accurate advice on compliance matters quickly, to a high standard.
- Contribute to commissions from within the business and cross-government, to help ensure the proper application of data protection law and reliance on appropriate legal gateways to data processing mindful of the potential risks and outcomes associated with such.
- Review and advise upon Data Protection Impact Assessments (DPIAs) and data sharing agreements / memorandums produced (or in production) to mitigate privacy

risks and advise on potential solutions and changes to processes / policies proposed to aid both their legal and practical application.

- Build and maintain excellent working relationships with key colleagues in the Ministry, its executive agencies as well as with other government departments.
- The role also provides the opportunity to draft a range of written communications including advice and submissions to senior officials and Ministers. You may also have to draft clear letters and other correspondence setting out the legal position in the context of the circumstances in each case to stakeholders and the public.

If this feels like an exciting challenge, something you are enthusiastic about, and want to join our team please read on and apply!

This is a **MoJ Band B** role with a salary of London £36,798, National £30,989 plus great benefits:

- 37 hours per week and flexible working options including working from home, working part-time, job sharing, or working compressed hours.
- We are committed to nurturing our staff and provide lots of training and development opportunities with learning platforms such as: Linux Academy, O'Reilly, Pluralsight, Microsoft Learning, Civil Service Learning, GDS Academy, etc.
- 10% dedicated time to learning and development with a budget of £1000 a year per person
- Generous [civil service pension](#) based on defined benefit scheme, with employer contributions of 26-30% depending on salary.
- 25 days leave (plus bank holidays) and 1 privilege day usually taken around the Queens' birthday. 5 additional days of leave once you have reached 5 years of service.
- Compassionate maternity, adoption, and shared parental leave policies, with up to 26 weeks leave at full pay, 13 weeks with partial pay, and 13 weeks further leave. And maternity support/paternity leave at full pay for 2 weeks, too!
- Wellbeing support including access to the Calm app.
- Nurturing professional and interpersonal networks including those for Careers & Childcare, Gender Equality, [PROUD](#) and [SPIRIT](#)
- Bike loans up to £2500 and secure bike parking (subject to availability and location)
- Season ticket loans, childcare vouchers and eye-care vouchers.
- 5 days volunteering paid leave.
- Free membership to BCS, the Chartered Institute for IT.
- Some offices may have a subsidised onsite Gym.

Person Specification

Essential

- A current working knowledge and understanding of both the GDPR and DPA 2018 and must be able to recognise, and advise upon, the potential impacts of such on MoJ's existing and emerging technology systems / projects.
- A proven track record in developing and leading information assurance strategy in government, including stakeholder engagement, specifically in relation to risk,
- Proven leadership experience in an information / data management setting.
- Experience and knowledge of existing working practices within government, including technical security advice, risk management, off-shoring, privacy impact assessment, governance and compliance.
- Proven ability to adapt to changing priorities, and maintain focus and alignment of the team's activities - including experience of the management of a team of information security / assurance specialists.
- Experience of engaging with stakeholders and staff to resolve business issues and ensure effective and efficient delivery of services.
- In a comparable business environment, experience of providing evidence based, risk balanced advice to seniors, presenting complex considerations in clear and non-technical terms.

Desirable

- A data protection/GDPR qualification e.g. CIPP/E or CIPM

We welcome the unique contribution diverse applicants bring and do not discriminate on the basis of culture, ethnicity, race, nationality or national origin, age, sex, gender identity or expression, religion or belief, disability status, sexual orientation, educational or social background or any other factor.

Our values are Purpose, Humanity Openness and Together. Find out more [here](#) about how we celebrate diversity and an inclusive culture in our workplace.

How to Apply

Candidates must submit a **CV** which describes how you meet the requirements set out in the Person Specification above **AND** a response to the question; "What are the challenges and benefits of an organisation being compliant with data protection laws?" (1000 word limit).

Your application will not be considered if you have not submitted a CV and a response to the question.

We will assess your Experience, Technical Skills and the following Behaviours during the assessment process:

- Leadership

- Communicating and influencing
- Working together
- Developing self and others
- Making effective decisions
- Delivering at pace
- Seeing the big picture
- Changing and improving
- Managing a quality service

Your application will be reviewed and sifted against the Person Specification above by a diverse panel.

Successful candidates who meet the required standard will then be invited to a 1-hour panel interview held via video conference.

Further Information

Please review the following [Terms & Conditions](#) which set out the way we recruit and provide further information related to the role.

If you have any questions please feel free to contact recruitment@digital.justice.gov.uk