Data Privacy Team Coordinator
Location: London, Sheffield, Nottingham, Birmingham & Glasgow

Closing Date: Sunday 23rd January 2022
Interviews: Thursday 3rd February 2022

Grade: HEO
Salary: London £34,262 - £38,373, National £30,451 - £34,105

The Role
We're recruiting for a **Data Privacy Team Coordinator** here at MoJ Digital & Technology, to be part of our warm and collaborative SSIGG 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) 21018 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 Team Delivery Manager 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.

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

Key Responsibilities:

- Ensuring activities within the data compliance tool are being performed at a high quality and within the agreed service level agreements.
- Providing in-depth guidance on system/services and functionality provided to end users.
- Supporting the resolution of outstanding work with internal and external teams.
- Collating business impact, providing regular updates, tailoring communications
- Preparing communications on status, resolution and business impact to internal, external stakeholders.
- Liaising directly with the Data Privacy Team and Information Assurance Leads.
- Managing the privacy mailbox and allocating requests.
- Prioritising workflow

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

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

- Meet the requirements for [BPSS] clearance
- 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,
- 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 **All 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.

In D&T, we recruit using a combination of the **Digital, Data and Technology Capability** and **Success Profiles** Frameworks. We will assess your Experience, Technical Skills and the following Behaviours during the assessment process:

- Communicating & Influencing
- Working Together
- Delivery at Pace

Your application will be reviewed 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.

Terms & Conditions
Please review our Terms & Conditions which set out the way we recruit and provide further information related to the role and salary arrangements.

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