



Dear Candidate,

Thank you for your interest in becoming the Data Protection Officer for the Evidence Quarter.

The Evidence Quarter (EQ) is a home for evidence based organisations. It brings together a number of evidence and research charities and organisations at Albany House, Westminster. What Works for Children's Social Care (WWCSC) is the head tenant of the Evidence Quarter and is looking to recruit a Data Protection Officer for this small group of organisations. The office (EQ) will bring together leading evidence institutions to collaborate, share office space and back-office functions.

The other organisations involved are a number of [What Works Centres and evidence based organisations](#). This idea for co-location of organisations should prevent duplication and allow collaboration between these evidence minded organisations.

This role will be responsible for overseeing the organisations' data protection strategy and implementation. Ensuring that the organisation is complying with the GDPR's requirements. This role will enable the Evidence Quarter organisations to achieve their aim of evidence based change through research.

The post holder will be central to the success of the Evidence Quarter, ensuring the organisations are compliant with GDPR and Data protection regulation. They will have strong organisational and interpersonal skills and be the first point of contact for members of the Evidence Quarter on data protection.

Thanks once again for your interest.

Michael Sanders, Chief Executive, What Works for Children's Social Care

Role and Responsibilities

This role will be employed by [What Works for Children's Social Care](#) but will also be the DPO for [Centre for Homelessness Impact](#), [The Centre for Evidence and Implementation](#) and [Transforming Access and Student Outcomes in Higher Education](#). These organisations have between 10-35 employees each.

A good knowledge of the Charity sector and prior experience of working in this area is beneficial.

The role's main responsibilities are to:

- Inform and advise employees about the obligations to comply with the GDPR and other data protection laws;
- Monitor compliance with the GDPR and other data protection laws, and with data protection policies, including managing internal data protection activities; raising awareness of data protection issues, training staff and conducting internal audits;
- Advise on, and to monitor, data protection impact assessments, privacy notices, and relevant sections of agreements with other parties. These will often relate directly to research projects or creating a data archive.
- Cooperate with the supervisory authority; and
- to be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, partners etc).
- Prioritise and focus on the more risky activities, for example where special category data is being processed, or where the potential impact on individuals could be damaging.
- Deliver internal training to employees from all the EQ organisations.

The attributes we are looking for

- Successful track record of working in a data protection role, leading and supporting on GDPR for an organisation.
- Demonstrable track record and knowledge of data protection and dealing on all aspects of this.
- Excellent attention to detail and high level of computer literacy.
- Strong team member and ability to manage a range of stakeholders (internal teams, regulatory bodies, etc).
- Good organisational and planning skills with an emphasis on detail and accuracy.
- Ability to work under pressure and meet deadlines.
- Adaptable and pragmatic – flexible approach between organisations and an understanding that the work being done requires risk management.
- Enjoy working in a fast-paced and growing organisation, including working across four organisations.
- Formal training and qualification.



Initial Terms and Conditions of Appointment

Remuneration

Circa £50,000 pa (pro rata for part time) dependent on experience.

Time Commitment:

Full or Part time option, based in central London.

Term

Permanent

Other

This role reports to the Centre's Director of Operations.

This role is not a public appointment.

How to apply

To apply, please send your CV and a supporting statement outlining clearly how you meet the above criteria to hr@whatworks-csc.org.uk, citing "Data Protection Officer" in the Subject of the email.

Deadline for applications: 12pm 31st January 2021