

PERSON SPECIFICATION

POST TITLE: Data Protection and Information Officer

GRADE: 4. Pts 15-19

KNOWLEDGE	ESSENTIAL	DESIRABLE
UK GDPR legislation, policy and practice.	✓	
Freedom of Information legislation, policy and practice.	✓	
Equalities knowledge including Protected Characteristics, legislation, policy and practice.	✓	
Microsoft Applications.	✓	
EXPERIENCE		
Developing and delivering strategies.	✓	
Experience of policy and procedural development.	✓	
Experience of data extraction and collection.	✓	
Experience of report preparation.	✓	
Working within the social rented sector.		✓
SKILLS AND ABILITIES		
Excellent presentation and communication skills.	✓	
Good interpersonal and team working skills.	✓	
Ability to meet deadlines.	✓	
Highly motivated to excel in role.	✓	
Highly proficient in I.T.	✓	
Customer focused.	✓	
Ability to plan and prioritise work to meet personal targets and organisational goals.	✓	
Ability to accept the responsibilities of the post.	✓	
Flexible in approach to work.	✓	
EDUCATION		
A relevant higher education qualification (e.g. a degree or equivalent).		✓
OTHER REQUIREMENTS		
Commitment to continuous improvement.	✓	