

ROLE **PROFILE**

JOB TITLE: Assurance Business Partner (Data Protection)

REPORTING TO: Head of Assurance

TEAM: Governance and Assurance

JOB OVERVIEW

Reporting into the Head of Assurance you will provide data protection support and assurance across ForViva (the Group) to deliver the Governance Framework and support the Data Protection Officer discharge their duties.

You will achieve this by providing specialist expertise to support the execution of data protection and compliance activities which will add value, provide protection, drive change and continuous improvement.

You will work cross-functionally with a variety of stakeholders to enable the achievement of business outcomes. Coaching colleagues on more complex areas of compliance and data management as well as softer skills enabling them to develop the right level of subject matter expertise.

Working to a high level of corporate and ethical values, standards of integrity you will act as a role model for the data protection function.

Along with the other Assurance Business Partners you will be the focal point for all assurance and continuous improvement matters across the organisation and will support deep dives into various risk areas.

ABOUT THE ROLE



**FUTURE
FOCUSED**



**WORK
TOGETHER**



**ACT
WITH CARE**



**MAKE A
DIFFERENCE**

We have big plans driven by our priorities and underpinned by our values and principles. We don't focus simply on what we do – how we do it is equally important. It's the way we work.

Your main responsibilities will include:

- Support the development and promotion of the data protection framework as it evolves to meet business needs and keep pace with best practice.
- Be responsible for all incident reporting to the Information Commissioner's Office.
- Support the Data Protection Officer in providing the Executive Management Team, Liberty Senior Leadership Team and all Boards of the Group with advice (including your opinion) on data protection matters.
- Working with the legal team, support compliance across multiple applicable laws and regulations related to Data Protection legislation and act as the GDPR advisor.
- Work collaboratively with IT colleagues to ensure cyber security events are documented and changes are made to ways of working where relevant.
- Create and maintain data protection reports for all governance meetings and attend those meetings as necessary to present the Data Protection function view.
- Support the Head of Assurance to conduct data management and security analysis and assurance work as needed, including scenario planning, compliance testing and control effectiveness reviews.
- Support the facilitation of the identification, capture, reporting and management of emerging data security risks across the Group from both the internal and external environment and those set by the Regulator of Social Housing and Data Protection legislation.
- Carry out audit activity and report findings, insights and recommendations into the Group Audit and Risk Committee.
- Identify and target assurance activities at areas of concern and weakness identified in internal and external audit reports, risk returns and other governance reports to assist senior leaders with improving compliance and reducing data risk.
- Develop and complete an annual work plan, with the support of your Assurance Business Partner colleagues, that includes targeted areas to review (through deep dives and health checks and other testing activity). Provide reports and recommendations, ensuring implementation, as required with operational managers.
- Supply or commission data management training to ensure there is the right level of understanding of GDPR and its application. Ensure that all staff mandatory data protection training is completed within the relevant timescales.

- Raise the profile of GDPR by producing easy understand toolkit of data protection information which can be accessed by the business.
- Ensure that appropriate contracts are in place where personal data is shared with external parties and review these arrangements annually.
- Project manage and support a regulatory self-assessment Thematic Group and co-ordinate senior management to ensure that outputs of the group are monitored, measured, quality assured and reported on.
- Maintain the relevance and accuracy of data protection information on the website (internal and external).
- Stay up-to-date with industry changes regarding data management legislation, compliance and best practice.

WHAT WE ALL NEED TO DO

To help us achieve our purpose of improving lives, we all live by our four main values: passion, openness, respect and trust.

We support the organisation to make sure we continue to maintain and even exceed expectations, work to high performance and compliance standards and demonstrate value for money.

Everyone adheres to data protection regulations ensuring that confidentiality is maintained around access to commercially sensitive or personal information in line with our policies and procedures.

We thrive in an inclusive environment, where everyone is valued.

Compliance on all aspects of health, safety and welfare for all staff and customers is paramount to how we work together.

Everyone undertakes personal development activities which will support you in your job and help you continually innovate and reach your full potential.

From time to time you may need to undertake other tasks commensurate with your role.

PERSON SPECIFICATION

Person Specification:

Assessment Key: AF = Application Form I = Interview T = Test/Assessment QC = Qualification Certificate

AREA	REQUIREMENT (All criteria are essential unless defined as desirable)	ASSESSED BY:
Qualifications and Training	<ul style="list-style-type: none"> To have, or be part way through, a relevant professional qualification either in GDPR security, Assurance, Compliance or an equivalent field A number of years GDPR management experience in a business partnering or equivalent type of role in a relevant industry. Project management (desirable). 	AF/QC AF/I AF/I
Experience, knowledge, skills and qualities	<ul style="list-style-type: none"> Strong understanding of Data Protection Law and Practice as well as Information Governance Familiarity in planning and implementing data security reviews at all levels to determine appropriate levels of control are in place to minimise the potential impacts to the business. Solid practical understanding and testing of data and/or assurance processes and related reporting products. Thorough working knowledge of the regulatory framework Specialist knowledge and experience in privacy and GDPR management and compliance. Strong experience of designing and implementing effective data and compliance strategies, policies, processes and training. Experience of managing assurance activities across a business through sampling, thematic reviews, and data gathering/ analysis to ensure that regulations, policies and procedures are being complied with. Knowledge of how to conduct Privacy Impact Assessments. 	AF/I/T AF/I/T I AF/I/T AF/I AF/I AF/I I
Skills and abilities	<ul style="list-style-type: none"> An inherent and effective ability to influence the data management agenda throughout the organisation. Ability to constructively challenge the data "status quo" at management level. Make decisions when they are needed, even if they prove difficult or unpopular. Identify a range of relevant and credible information sources and recognise the need to collect new data when necessary from internal and external sources. Strong attention to detail. Communicate using appropriate styles, methods and timing, including digital channels, to maximise understanding and impact. Deal with conflict in a prompt, calm and constructive manner. Highly computer literate, particularly with MS Office. 	I/T I I/T I AF/I/T I I T
Personal qualities	<ul style="list-style-type: none"> A people person with strong cross functional working experience and a great communicator - ability to articulate key messages across stakeholders at all levels. An ability to remain calm under pressure. Excellent skills in multi-tasking and managing priorities. An approach that is professional and engenders trust with others. Seek continuous improvement in your personal development and in the outputs produced by the wider team. Work in an open and honest manner across all stakeholder groups, and, to share experience and knowledge for the benefit of the team and wider business. 	AF/I I AF/I/T AF/I AF/I/QC AF/I
Other	<ul style="list-style-type: none"> Comfortable working in an environment of change, whilst demonstrating sensitivity to the effect of change on people and businesses. 	AF/I

YOU'RE THE **DIFFERENCE**

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