

Job summary

Role title: Data Protection Coordinator

Department: Data Protection

General description of role

As a Data Protection Coordinator for Reigate & Banstead Borough Council you will play a crucial role in supporting the Data Protection Officer (DPO) in ensuring compliance with data protection regulations, particularly GDPR (General Data Protection Regulation) and the Data Protection Act 2018. You will be responsible for assisting in the implementation and maintenance of data protection policies, managing data subject requests, conducting assessments, and supporting various compliance-related activities.

Top ten duties / responsibilities of role

1. Assist in Policy Development: Collaborate with the DPO and relevant stakeholders in developing, implementing, and maintaining data protection policies, procedures, and guidelines in alignment with regulatory requirements.
2. Data Subject Requests Management: Handle data subject access requests (DSARs) in a timely and efficient manner, including verifying requests, retrieving data, coordinating responses, and maintaining accurate records.
3. Data Protection Impact Assessments (DPIAs): Support the Conducting of DPIAs for new projects, systems, or processes involving the processing of personal data, assessing risks and recommending appropriate controls to ensure compliance and mitigate potential privacy risks.
4. Record-Keeping and Documentation: Maintain records of processing activities, data breaches register, and compliance documentation, ensuring accuracy, completeness, and confidentiality of records.
5. Training and Awareness: Support the development and delivery of data protection training programs and awareness initiatives for staff members to promote a culture of data protection and security across the organization.

6. Incident Response: Support the DPO in managing data breaches and incidents, including investigation, documentation, notification, and remediation activities, in accordance with regulatory requirements.
7. Regulatory Awareness: Stay updated with relevant data protection laws, regulations, guidelines, and best practices, and provide timely advice and guidance to stakeholders on compliance requirements and implications.

Person Specification

Role title: **Data Protection Coordinator**



Qualifications	Essential / Desirable	Assessment by A / I / T (Application/Interview/Testing)
Good understanding of data protection laws and regulations, particularly GDPR, and their practical implications for organisations.	E	
Educated to degree level or equivalent experience	E	
Hold a relevant Data Privacy qualification or equivalent	D	
Experience and achievements		
Proven experience in data protection compliance, preferably in a public sector or regulatory environment.	E	
Experience in assisting with the embedding of Data Protection legislation in a large organisation	D	
Proven experience in managing stakeholder relationships	D	
Role required competencies and behaviours		
Proficiency in data protection management tools, document management systems, and Microsoft Office Suite, Excellent analytical, problem-solving, and decision-making skills, with attention to detail and accuracy.	D	
Have an appreciation of data protection issues and a proactive work ethic to ensure knowledge is always up-to-date, and Work with discretion in the handling of sensitive personal data ensuring that information is handled appropriately	E	

Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

Our Vision

Working together to make a great place to live, work and enjoy.

Our Values

Making a difference, doing the right thing, being bold and confident.

Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and trying out new approaches
- ✓ Challenge the status quo in a constructive way

Great People



POSITIVE



INNOVATIVE



SUPPORTIVE



FLEXIBLE

Summary of employment package

Place of work	<p>The role will be primarily based at Town Hall, Reigate / Hybrid Working.</p> <p>We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.</p>
Salary	<p>Graded Administrative, the salary will be in the region of £24,111- £30,582 per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.</p>
Duration of contract	<p>The contract will be offered on a permanent basis.</p>
Probationary period	<p>Upon joining the Council, all staff are required to satisfactorily complete a six month probationary period.</p>
Hours of work	<p>Hours of work are nominally 36 per week.</p>
Employment Benefits	
Flexible working hours	<p>Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system.</p> <p>Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time.</p>
Annual leave	<p>The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays.</p> <p>Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.</p>

Pension	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</p>
Training and development	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>
Professional subscriptions	<p>If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year, your manager will approve your claim as applicable.</p>
Car parking / Travel loan scheme	<p>Unless your role is classed as an essential user, you take part in our car share scheme, or you are physically disabled, car parking is not made available.</p> <p>The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available to purchase bicycles and accessories to the value of £1000, for quarterly/yearly rail season or bus tickets or a season car park pass.</p>
Cycle purchase scheme	<p>The Council offers staff who have passed the probation period and are employed for 18 months or more, the opportunity to lease/purchase bikes and related safety equipment up to £1000, reducing tax and National Insurance deductions. Staff are required to use the bike mainly for journeys between home and work.</p>
Employee discounts	<p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>

Other Conditions	
Pre-employment checks	<p>Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS):</p> <ul style="list-style-type: none"> • at least two satisfactory references • eligibility to work within the UK, and proof of your identity • evidence of relevant qualifications
Paid work with another employer	<p>If you are appointed, your contract with the Council should normally be classed as your main employment.</p> <p>You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.</p>
Disclaimer	<p>Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.</p>

