# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Data Protection Support Officer

# Department: Business Services

# Grade: [Single Status 10](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Data Protection Officer

# Purpose of the Role:

The Data Protection Officer (DPO) sits within the IT & Digital Team of the Business Services Department of East Sussex County Council (ESCC).

The DPO provides data protection support to ESCC, Surrey County Council and Brighton & Hove City Council under the Orbis Partnership arrangement between the Councils.

The DPO is responsible for monitoring compliance with the UK GDPR and other data protection laws including data protection policies, awareness-raising, training and audits.

You will work closely with the DPO to provide data protection and information governance support including co-ordination of IG training and awareness activity, monitoring progress against improvement plans, undertaking casework investigation and the successful implementation of allocated projects.

# Key tasks:

1. Support and co-ordinate the development and implementation of allocated IG projects, including software tool deployment to enable data protection compliance across three local authorities. Ensuring these projects meet the needs of different services and conform to the design brief.
2. Maintain Project Management procedures, and associated documentation templates including:
* Maintain systems to plan, track, monitor and report on Projects
* Develop and maintain a library of project information
1. Monitor, identify and report on areas for data protection compliance improvement across three local authorities.
2. Oversee delivery of Information Governance training and awareness activity in a range of different settings.
3. Assist the DPO in responding to customer complaints e.g. gathering information from service areas, complaint acknowledgement and monitoring
4. Research and write original material, including compiling appropriate reports for senior managers, analysing data from a range of sources and provide management information that supports evidence-based decision making.
5. Co-ordinate the preparation work for events and meetings, where appropriate e.g. arrange workshops, distributing invites and agenda/discussion documents, taking minutes and arranging venues.
6. Maintain and develop an appropriate awareness of professional, technical and legislative changes affecting the services provided by Local Authorities.
7. Provide comprehensive support to senior staff across three local authorities, ensuring confidentiality, effectively organising activity to support the delivery of efficient services.
8. Handle highly confidential information with integrity and understanding of data protection legislation.

Recognising that ESCC is a large organisation with a number of over-arching priorities extending to all areas of our work, you should be aware of these Council priorities and proactively seek appropriate opportunities in your work/service area to contribute, in consultation with your line manager; in particular, but not limited to:

* Net zero emissions targets – reduce your work’s environmental impact.
* Equality, Diversity and Inclusion – contributing to an inclusive and supportive working environment.
* Making the best of our resources - ensuring awareness of the impact of what you do to maximise the use of public monies.

# PERSON SPECIFICATION

**Essential key skills, abilities, knowledge, experience, values and behaviours**

1. Ability to plan and organise a varied workload for self and others, working to short deadlines.
2. Ability to communicate effectively with a range of people in a clear, concise and accurate manner, changing messages to suit different audiences.
3. Ability to influence without authority and support change using negotiation skills and able to offer credible information and advice
4. Ability to analyse, interpret and clearly present data, some of which may be complex, in line with Data Protection regulations.
5. Ability to use research to inform the content of reports where appropriate, and the ability to produce clear and accessible reports to be shared with managers.
6. Ability to work in a range of complex environments, sometimes with differing needs and perspectives
7. Ability to use technology as part of the role: Microsoft 365 including Outlook, Excel, Word, PowerPoint, Microsoft Teams, devices: laptops, corporate iPhones and surface hubs).
8. Working knowledge of project management methods.
9. Understanding of the Public sector
10. Understanding of Data Protection
11. Working knowledge of relevant departmental services
12. Experience of project management or support
13. Representation at and organisation of meetings and events
14. Able to work on own initiative without close supervision
15. Ability to demonstrate an understanding of and commitment to equal opportunities

# Desirable key skills, abilities, knowledge, experience, values and behaviours

1. Knowledge of MS Project and Visio skills.
2. Information Governance/Data Protection qualification

**Document version control:**

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |